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ABSTRACT

An instructor's manual and student activity guide on general clerical work are provided in this set of prevocational education materials which focuses on the vocational area of office occupations. (This set of materials is one of ninety-two prevocational education sets arranged around a cluster of seven vocational offerings: agriculture, home economics, distributive education, health occupations, world of work, trade and industry, and office occupations.) The instructor's guide is organized into the following elements: title of activity, duration of activity (six to eight days), activity goals, instructional objectives (seven), related vocational clusters, and activity implementation (description, materials needed, teacher preparation prior to class, during the class, follow-up activities, answer key to student check point activities, and masters for duplication [e.g., inventory sheets, worksheet for administrative secretary]). The student activity guide provides step-by-step instructions (narrative and illustrations) for completing each instructional objective (e.g., copy material from an index card onto a spirit master, arrange material numerically, operate a stapler to bind a book). At the end of each set of instructions is a student check point (evaluation activity). Twenty-one occupational descriptions (e.g., bookbinder, file clerk, collator operator, editorial assistant, etc.) conclude the document. (JH)

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OFFICE OCCUPATIONS – GENERAL CLERICAL

Kit No. 12

INSTRUCTOR'S MANUAL

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In Cooperation With

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1978

CE 020 486

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NATIONAL INSTITUTE OF EDUCATION

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TITLE OF ACTIVITY

Kit No. 12, Office Occupations, General Clerical

DURATION

Main Activity – 4 to 5 days
Follow-up Activity – 2 to 3 days

GOALS

By exposure to food group information, the student will know the four basic food groups and daily requirements for a balanced diet.

The student will understand the necessity of accuracy, legibility, and organization in clerical work.

The student will have a feel for working as a member of a team to accomplish a common goal.

The student will know the importance of following directions.

INSTRUCTIONAL OBJECTIVES

Given a list of the four basic food groups, a student will be able to identify specific foods by group.

Given step-by-step directions and illustrations, a student will be able to:

copy accurately a recipe on a 5 x 7 index card
copy material from an index card onto a spirit master
arrange material alphabetically in a file
retrieve information from a file
arrange material numerically
operate a stapler to bind a book

VOCATIONAL CLUSTERS

Home Economics
Health Occupations
T & I
Distributive Ed.

ACTIVITY IMPLEMENTATION

A. Activity Description

This is a group activity. Within the group, persons will take different job roles as given in the student guide. The entire class will become "OUR OWN PUBLISHING COMPANY."

1. Students learn through Bulletin One to recognize food groups and to copy in a prescribed form a recipe. Assignment is made for gathering recipes (material) for the book.
2. Students bring in recipes. Following Bulletin Two, students organize recipes into food groups, file recipes in file drawers, retrieve recipes, and select those for the book. Students copy recipes onto spirit masters for reproduction. The instructor and/or administrative secretary run spirit masters.
3. In Bulletin Three, students learn to organize materials, arrange materials numerically, assemble materials into a book, and bind book with cover.
4. Students distribute books.

B. Safety

No special precautions.

C. Materials required

1. Audio Visual Equipment
   Cassette player

2. Technical Equipment
   Five file drawers with alphabetical indexes
   "Muzak" type background music cassettes – equal to 3 hours
   Spirit duplicator
   24 signs with holders

3. Expendable Supplies
   6 index cards for each student
   Paper to run copies
   Carbon paper to use with guide sheets – 10 sheets, 2 sheets for each group

Pencils with erasers, medium ball point pens
45 spirit masters (8½ x 11)
1 small box paper clips
Stapler and staples (hole punchers and brads could be used)
Construction paper – 15 sheets
Scissors (if covers are to be handmade)

D. Preparation Prior To Class

Bulletin One:
Prepare a master of this activity and run a copy for each student. These are to be kept by students for reference.
Have 6 index cards available for each student.
Each student must have a pencil with eraser.
Post the Basic Four Food Chart on the Bulletin Board or some place in the room a day or several days before beginning.
Have a cassette player and "Muzak" cassettes playing as students come in. This should be low, background sound that conversation can take place without shouting.

Bulletin Two:
Select a student to be the Administrative Secretary. Student must be able to follow directions and work with others.
Give the Administrative Secretary the Student Guide to read a day or two early.
Arrange five food group stations (four basic and dessert). Stations may be:
– Five large tables with room for file drawers, persons copying spirit masters, and proofreaders correcting spirit masters.
or
– A group of three or four small desks or tables clustered together to form one group.
Place the name of each group on a station.

Assemble Materials:
– file drawers with alphabetical indexes
– guide sheets (one for each group)
Expendables:
– pencils, ball point pens
– spirit masters (9 or 10 for each group)
– small box paper clips
– construction paper, scissors (optional for covers)

Have student guides ready to hand out.
Assign students to jobs (unless students are being allowed to select). Be sure to specify food group – i.e. file clerk – meat.
All students without designated jobs will become Cover Designers.
Cover designers may need construction paper and scissors if covers are to be handmade.

Bulletin Three:
Assign students to be assemblers. Number needed will depend on the number of pages in the book. Each assembler would handle two or three pages.
Arrange tables or desks to form line.
Assign binders. Caution should be taken with staplers.
Assign Distributors to help pack or group books as they are completed and to give them out as directed after all books are completed. The class should decide on distribution. (A possibility– sell books.)

E. During Class Session

(Optional for instructor's use before beginning the first day.)

This activity involves a number of career opportunities. In the vocation of office occupations, a variety of skills are required. These may often be obtained in high school office occupations classes. Most of these skills are learned through practice and careful attention to the task being done. Offices are usually quiet and clean places to work. Many offices have music played through speakers so that the entire building has a pleasant sound that encourages people to work quietly and neatly.

For this activity, the class will become the "OUR OWN PUBLISHING COMPANY" which is in the business of printing and publishing cook books. Sometimes organizations print cook books for money-raising projects. Members of the

organizations contribute their recipes. So, we are going to gather the material for our book.

Before gathering the materials, we must know the four basic food groups so that our book will be a collection for all the groups necessary for a balanced and healthy diet. Each person should be familiar with the daily requirements from each group. Eating the right foods can often mean feeling better and visiting the doctor less frequently.

In our first bulletin, of which each of you will have a copy, we will read the food lists, identify foods as to group, and learn the form for copying the recipes onto our index cards. You will receive 6 cards. One card will be used with Company Bulletin One, and the other five are for your recipes for the book. Each person is to bring a recipe for each food group plus your favorite dessert recipe.

Bulletin One:

Before handing out the programmed text, point out the chart with the four basic food groups. Give out Bulletin One only. This bulletin is on an individualized self-instruction level; however, you may wish to do this as a group, depending on the students. Instructor should have copy also.

Instructor should walk around and observe as students copy the recipe. Stress ACCURACY and FOLLOWING DIRECTIONS given in the student activity guide!! Try to encourage pride in neatness, efficiency, and quick completions of jobs. Idleness should be discouraged. Office occupations are usually filled with time-production activities.

At the end of the activity or class period:

Read the assignment aloud. Suggest that recipes may be gathered from family members, cook books, magazines, the library, etc. Emphasize, again, accuracy in copying. Suggest that they bring their favorite dessert recipe. Names should be placed on the back of the card for two purposes:

1. Instructor can use for measure of participation.
2. Each student should have one recipe in book.

Bulletin Two:

After you have read through the student's guide for this part of the activity and assembled the supplies for the Administrative Secretary, you should have very little to do except observe and keep things going as directed. Select a person who can follow directions and work with others in the class to be the Administrative Secretary. (This does not have to be a female as many companies now employ administrative or executive secretaries who are male and who replaced the once common junior executive.)

Follow the student's guide as the activity progresses. Be ready to help select recipes for booklet if that part seems to be going slowly. This part of the activity may well take 2 days. Be sure the cover designers are working since the Administrative Secretary will be busy with file clerks, clerk-typists, proofreaders, and their preparations. When spirit masters are all printed (or typed), follow through with the "publishing" or running of the copies. If the duplicator kit is being used, have Administrative Secretary test the machine on a trial master before running pages.

Bulletin Three:

Again, you should be an observer. Check to see that pages are stacked in correct order and that students understand about arranging pages. Students may wish to give some of the school personnel (such as principal, assistant principal, the school library, etc.) a copy of their cook book. Continue to encourage pride in neatness, efficiency and quick completion of jobs.

F. Follow-up Activities

1. Have students fill out VIEW Fact Sheet.
2. Have students write a brief job description from "VIEW" Fact Sheet and tell why they would like or dislike the occupation.
3. Divide students into seven groups. Give each group the name of a day of the week. Each group will:
   - Use Bulletin One as a reference.
   - Plan a complete day's menu (3 meals)

- Print the menu neatly on a sheet of notebook paper
- On a second sheet, explain how the menu meets the daily requirements.
- Post menus on bulletin board.

4. Copy the following list on a stencil or on the blackboard and have students arrange the list alphabetically.

LIST:

Hallum's Florist
Ward's Office Supply
Redi-Mart Drive In
Econo-me Drugs
Byron's Salon
Zippy's Stand
Don's Music Stoppe
Aaron's Tie Die
Pedro Taco
Steak & Fries
Surman's Paints
Queenie Prints

ANSWERS:

Aaron's Tie Die
Byron's Salon
Don's Music Stoppe
Econo-me Drugs
Hallum's Florist
Pedro Taco
Queenie Prints
Redi-Mart Drive In
Steak & Fries
Surman's Paints
Ward's Office Supplies
Zippy's Stand

ANSWER KEY

Company Bulletin I, Instructional Objective I

1. meat
2. vegetable
3. vegetable
4. vegetable
5. cereal
6. vegetable
7. milk
8. bread
9. vegetable
10. vegetable
11. vegetable
12. vegetable
13. vegetable
14. bread
15. meat
16. milk
17. meat
18. meat (pintos are dried beans)
19. meat
20. milk

Company Bulletin I, Instructional Objective II

1. vegetable
2. meat
3. vegetable
4. bread
5. vegetable
6. milk
7. cereal
8. vegetable
9. vegetable
10. meat
11. bread
12. vegetable
13. meat
14. meat
15. fruit
16. milk or meat

Company Bulletin I, Instructional Objective III

THE MAIN INGREDIENT IS GROUND BEEF WHICH BELONGS TO THE MEAT GROUP.

MASTERS FOR DUPLICATION

View Fact Sheet
Student Answer Sheets for Instructional Objective I, II, III
Inventory Sheet
Worksheet for Administrative Secretary
Guide Sheet
Poster – Basic Four Food Groups

VIEW FACT SHEET

NAME _____ CLASS _____ OCCUPATION _____

A. List the advantages (good points) of this occupation (job).

B. List the disadvantages (bad points) of this occupation (job).

C. List three things you should know to do this occupation (job).
1.
2.
3.

D. What type of education should you get to be prepared (do) for this occupation (job)?

E. What courses must you take to go into this occupation (job)?

F. What do you think your future in this occupation (job) will be?

G. What wage can you expect in this occupation (job)?

H. What are the working hours of this occupation (job)?

I. To learn more about this occupation (job), write to:

J. Using a scale of 1 to 5, circle the number that measures your interest in this occupation (job) as a possible career.

I don't like it. 1 2 3 4 5 I like it.

STUDENT ANSWER SHEET

COMPANY BULLETIN I
INSTRUCTIONAL OBJECTIVE I

Identify the following foods.

20 pounds chicken _____
1 pound carrots _____
2 pounds green peas _____
½ pound onions _____
2 pounds rice _____
1 bunch parsley _____
1 pound butter _____
1 pound bread _____
3 bunches radishes _____
3 pounds tomatoes _____
3 green peppers _____
2 bunches celery _____
8 heads lettuce _____
1 pound noodles _____
4 cans sardines _____
6 packs cream cheese _____
2 dozen eggs _____
4 pounds pinto beans _____
3 pounds stew meat _____
2 gallons milk _____

STUDENT ANSWER SHEET

COMPANY BULLETIN I
INSTRUCTIONAL OBJECTIVE II

Identify the following foods by group without consulting the basic four food chart.

tomato soup _____
hamburger _____
lettuce _____
bread _____
onions _____
buttermilk _____
oatmeal _____
french fries _____

squash _____
pinto beans _____
plain noodles _____
turnips _____
liver _____
turkey _____
peaches _____
cottage cheese _____

STUDENT ANSWER SHEET

COMPANY BULLETIN I
INSTRUCTIONAL OBJECTIVE III

Read the following recipe:

MEAT AND POTATOES CASSEROLE

1½ pounds ground beef
½ cup finely chopped onion
1 tablespoon melted shortening
1½ teaspoon salt
¼ teaspoon pepper
2 teaspoons dry mustard
1 tablespoon flour
2 teaspoons prepared horseradish
¼ cup catsup
1 cup chopped celery
1 cup undiluted evaporated milk
2 cups mashed potatoes (cooked)

Brown beef and onion in melted shortening over medium heat. Remove from heat and drain excess fat from pan. Add seasonings, flour, horseradish, catsup, celery, and milk. Place meat mixture in bottom of 2-quart casserole dish. Spoon mashed potatoes over meat. Bake in moderate oven (350 F.– about 30 minutes.)

1. Select the main ingredient and write it here: _____.

2. Identify the food group to which the main ingredient belongs: _____.

INVENTORY SHEET

DIVISION SUPPLIES

(to be used by File clerk, Clerk typist, and proofreader)

_____file drawer with alphabet indexes

_____ guide sheet and carbon paper

_____ pencils with erasers (number given _____)

_____ medium ball point pens (number given _____)

_____ spirit masters (received _____)

_____ paper clips

_____ inventory sheet

WORKSHEET FOR ADMINISTRATIVE SECRETARY

Game Designer:

NAMES:

SUPPLIES GIVEN TO DESIGNERS:

File Cards:

GUIDE SHEET

MEAT

BEEF PORK POULTRY
FISH EGGS CHEESES
NUTS LAMB BEANS
DRIED PEAS

MILK

MILK COTTAGE CHEESE
SHERBERT BUTTERMILK
BUTTER MILKSHAKE
ICE CREAM CHEESES

VEGETABLE FRUIT GREEN BEANS
GREEN PEAS LEAFY VEGETABLES
TOMATOES BANANAS ONIONS APPLES
ALL FRUITS & VEGETABLES

BREAD WHOLE WHEAT PRODUCTS
BREAD CEREALS (HOT & COLD)
ROLLS NOODLES OATS RICE

OFFICE OCCUPATIONS – GENERAL CLERICAL

Kit No. 12

STUDENT LEARNING ACTIVITY GUIDE

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1978

GENERAL CLERICAL

INTRODUCTION

In office occupations a variety of skills are required. Most of these skills are acquired through practice and careful attention to the task being done.

For this activity, the class will become "OUR OWN PUBLISHING COMPANY" which is the business of printing cook books. All members are responsible for helping gather the material for the newest cook book.

First, before gathering the recipes, we must know the four basic food groups. Each person should know these groups and the foods in the groups. For personal health reasons each person should also know the daily requirements from each group.

COMPANY BULLETIN ONE which is to be handed to you contains a Basic Four Food Chart. Read and be able to identify foods in each group. You are also receiving 6 (six) index cards. Do not write on these until you are directed to do so. Five of the cards are for you to use to bring in a recipe from each food group and one favorite dessert recipe.

FIRST: Begin with your Company Bulletin One. Follow the directions carefully as you review the food groups and learn how to arrange the recipes on the index cards so that they may be filed, copied, and read efficiently.

FLOW CHART

First Day:

Introduction: Food groups, copying recipes, assignment (From Company Bulletin One)

Second Day:

ADMINISTRATIVE SECRETARY collects recipes and gives to FILE CLERKS who divide cards and file according to food groups and with CLERK–TYPIST select recipes to be printed. CLERK–TYPIST prints/types recipes on spirit masters and returns cards to FILE CLERKS after masters have been checked for accuracy and corrections made by PROOFREADERS. Spirit masters are then given to ADMINISTRATIVE SECRETARY who numbers pages, makes a table of contents, and takes to the printer (instructor). While the ADMINISTRATIVE SECRETARY is numbering pages, etc., the COVER DESIGNERS present at least three cover designs for the members to vote on, and the design is put on a spirit master and given to the ADMINISTRATIVE SECRETARY.

Third Day:

Pages and covers are arranged in stacks and assembled. Complete booklets are boxed or stacked and DISTRIBUTOR hands these out to the workers.

DIRECTIONS

Use the programmed text which is called Company Bulletin.

Follow each step carefully.

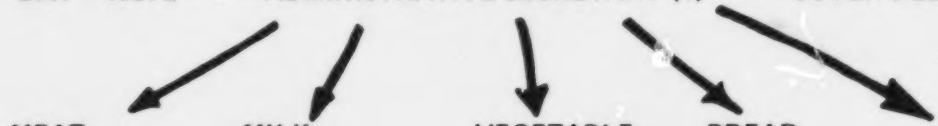
Read and do what is directed in each step.

Repeat the steps if you do not correctly give information at the checkpoints.

FLOW CHART

DAY – NO. 1 – – – ENTIRE CLASS – – – DO WORKSHEET

DAY – NO. 2 – – – ADMINISTRATIVE SECRETARY (1) – – – COVER DESIGNERS (1 to 4)



MEAT DIVISION	MILK DIVISION	VEGETABLE–FRUIT DIVISION	BREAD–CEREAL DIVISION	DESSERT DIVISION
FILE CLERK	FILE CLERK	FILE CLERK	FILE CLERK	FILE CLERK
CLERK–TYPIST	CLERK–TYPIST	CLERK–TYPIST	CLERK–TYPIST	CLERK–TYPIST
PROOFREADER	PROOFREADER	PROOFREADER	PROOFREADER	PROOFREADER

DAY – NO. 3 – – – ADMINISTRATIVE SECRETARY (1)

(DUPLICATION HERE)

ASSEMBLERS (1 - 10)

COVER (DESIGNERS) ASSEMBLERS (1 - 4)

STAPLERS (BINDERS) (1 - 5)

DISTRIBUTORS (1 - 5)

DAY NO. 4 – – – ENTIRE CLASS – – – FOLLOW-UP ACTIVITIES

COMPANY BULLETIN ONE

Instructional Objective 1

The student will read and compare foods in the basic four food groups and be able to identify specific foods by group.

STEP 1 – Read the Four Basic Food Lists given below:

FOUR BASIC FOOD GROUPS

Meat	Milk
beef	milk
pork	ice cream
lamb	cottage cheese
poultry	milkshakes
cheese	cheeses
eggs	sherbet
nuts	buttermilk
dried peas, beans	
fish	butter

Vegetable–Fruit	Bread–Cereal
green beans	bread
cabbage	macaroni
peas	cereals (hot, cold)
potatoes	spaghetti
tomatoes	noodles
bananas	oats
onions	rice
lettuce	rolls

**NOTE: Daily Requirements:
Meat: 2 (3 oz. servings)
Milk: 4 cups daily
Vegetable-Fruit: 4 good-size servings daily
Bread-Cereal: 4 servings daily

STEP 2 – Identify the following foods. This is a shopping list for food for a community dinner. Write your answer on the answer sheet.

20 pounds chicken
1 pound carrots
2 pounds green peas
½ pound onions
2 pounds rice
1 bunch parsley
1 pound butter
1 pound bread
3 bunches radishes
3 pounds tomatoes
3 green peppers
2 bunches celery
8 heads lettuce
1 pound noodles
4 cans sardines
6 packs cream cheese
2 dozen eggs
4 pounds pinto beans
3 pounds stew meat
2 gallons milk

Check Point

As the instructor reads the answers, check to see if you chose the correct food group.

Instructional Objective II

Given a list of foods, the student will classify the foods by food group without looking at the Basic Four Food Lists.

STEP 1 – Identify the following foods by group without consulting the Basic Four Food Lists. Write your answer on the answer sheet.

tomato soup	squash
hamburger	pinto beans
lettuce	plain noodles
bread	turnips
onions	liver
buttermilk	turkey
oatmeal	peaches
french fries	cottage cheese

Check Point

Look at the Basic Four Food Group Lists and check your answers. Change those which are not correct.

Instructional Objective III

Given a recipe, the student will identify the main ingredient by food group.

STEP 1 – Read the following recipe.

MEAT AND POTATOES CASSEROLE

1½ pounds ground beef
½ cup finely chopped onion
1 tablespoon melted shortening
1½ teaspoon salt
½ teaspoon pepper
2 teaspoons dry mustard
1 tablespoon flour
2 teaspoons prepared horseradish
¼ cup catsup
1 cup chopped celery
1 cup undiluted evaporated milk
2 cups mashed potatoes (cooked)

Brown beef and onion in melted shortening over medium heat. Remove from heat and drain excess fat from pan. Add seasonings, flour, horseradish, catsup, celery, and milk. Place meat mixture in bottom of a 2-quart casserole dish. Spoon mashed potatoes over meat. Bake in moderate oven (350 F.) about 30 minutes.

STEP 2 – Select the main ingredient and write it on the answer sheet.

STEP 3 – Identify the food group to which the main ingredient belongs.

Check Point

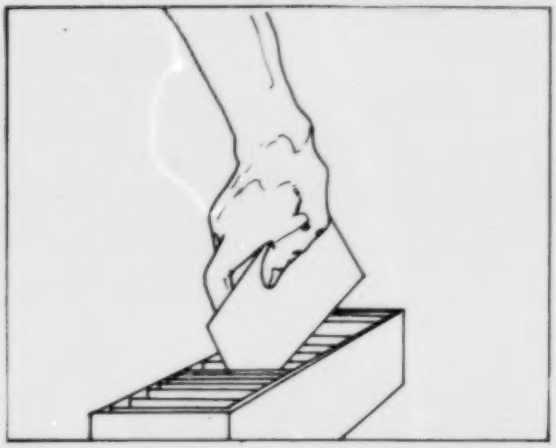
Did you select the correct main ingredient and identify it in the correct food group? Show your answers to the instructor.

Instructional Objective IV

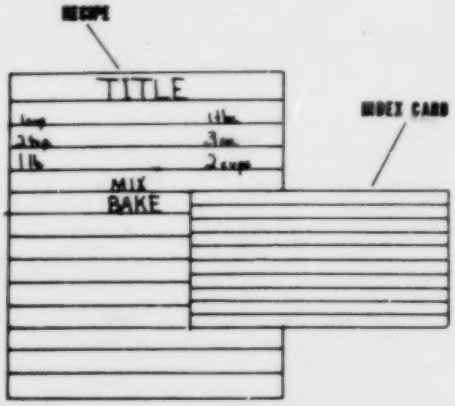
Given step-by-step directions, the student will copy Meat and Potatoes Casserole recipe in the proper format.

DIRECTIONS:

a. Be very careful to copy each line.
b. Go back and read each line for errors before going to the next line.
c. Check amounts, temperature, and time for accuracy.

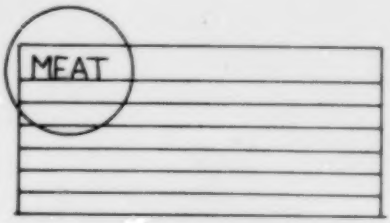


STEP 1 – Take one of the index cards from the stack you were given.

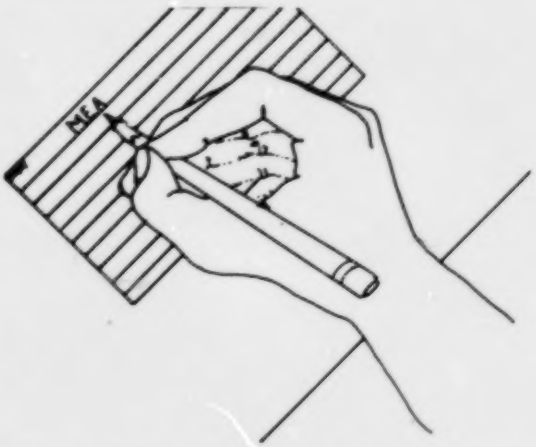


STEP 2 – Place the index card near the recipe in a comfortable writing place.

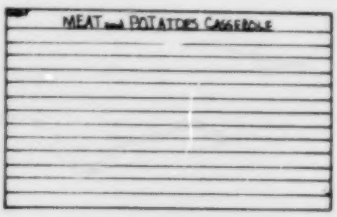
STEP 3 – Use a pencil. DO NOT use a pen.



STEP 4 – Print the name of the food group in the left-hand top corner.



STEP 5 – Print the name of the recipe on the top line of the card.



STEP 6 – Try to print the name in the center of the card.

$$2\overline{)12}$$

$$2\overline{)12}$$
$$6$$

STEP 7 – Count the number of ingredients.

STEP 8 – Divide the number by 2. The answer is 6 .

MEAT MEAT and POTATOES CASSEROLE
1½ POUNDS GROUND BEEF
½ CUP FINELY CHOPPED ONIONS
1 TABLESPOON MELTED SHORTENING
1½ TEASPOON SALT
¼ TEASPOON PEPPER
2 TEASPOONS DRY MUSTARD

STEP 9 – Count that many ingredients and copy on the left side of the card.

Check Point

Is your answer the same as in the illustration?

MEAT MEAT and POTATOES CASSEROLE	
1½ Pounds Ground Beef	1 Tablespoon Flour
1 Cup Finely Chopped Onions	2 Teaspoons Prepared Horseradish
1 Tablespoon Melted Shortening	¼ Cup Catsup
1½ Teaspoon Salt	1 Cup Chopped Celery
¼ Teaspoon Pepper	1 Cup Undiluted Evaporated Milk
2 Teaspoons Dry Mustard	2 Cups Mashed Potatoes (Cooked)

STEP 10 – Copy the other half of ingredients on right side. Begin in center.

Check Point

Do you have six ingredients on the left side?

Do you have six ingredients on the right side?

Brown Beef and Onions in Melted Shortening. Remove From Heat and Drain Excess Fat From Pan. Add Seasoning, Flour, Horseradish, Catsup, Celery, and Milk. Place Meat Mixture in Bottom of a 2 Quart Casserole Dish. Spoon Mashed Potatoes over Meat. Bake in a 350° Oven About 30 Minutes.

STEP 11 – Copy mixing directions.

Check Point

Compare your card with the illustration. The food group, title of recipe, and list of ingredients should be placed exactly as they are in the illustration. The lines in the mixing directions may be different, but check to see if the words and numbers are the same.

MEAT

MEAT AND POTATOES CASSEROLE

1½ POUNDS GROUND BEEF
½ CUP FINELY CHOPPED ONION
1 TABLESPOON MELTED SHORTENING
1½ TEASPOON SALT
¼ TEASPOON PEPPER
2 TEASPOONS DRY MUSTARD
1 TABLESPOON FLOUR
2 TEASPOONS PREPARED HORSERADISH
¼ CUP CATSUP
1 CUP CHOPPED CELERY
1 CUP UNDILUTED EVAPORATED MILK
2 CUPS MASHED POTATOES (COOKED)

BROWN BEEF AND ONION IN MELTED SHORTENING. REMOVE FROM HEAT AND DRAIN EXCESS FAT FROM PAN. ADD SEASONING, FLOUR, HORSERADISH, CATSUP, CELERY AND MILK. PLACE MEAT MIXTURE IN BOTTOM OF A 2 QUART CASSEROLE DISH. SPOON MASHED POTATOES OVER MEAT. BAKE IN A 350° OVEN ABOUT 30 MINUTES.

Instructional Objective V

The student will bring in a recipe in each food group, plus a favorite dessert recipe Tomorrow.

STEP 1 – Take with you and follow STEPS 1-11 to copy all recipes.

STEP 2 – Write your name on the back of each card.

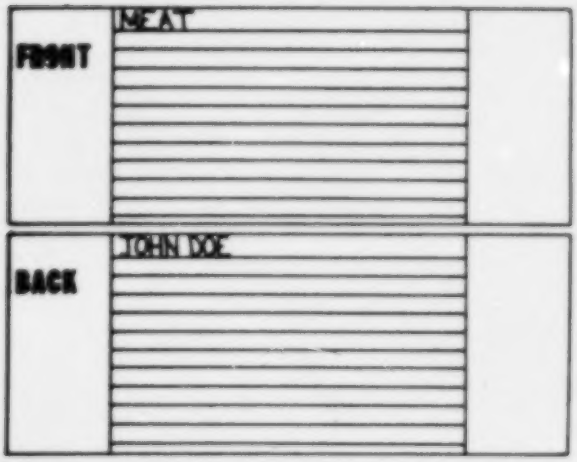
Check Point

The instructor will record your bringing in the recipes at the beginning of class tomorrow.

COMPANY BULLETIN TWO - A
ADMINISTRATIVE SECRETARY

Instructional Objective 1

The ADMINISTRATIVE SECRETARY will collect the recipe cards from each student.



STEP 1 – Remind students to check the cards to be sure:

a. the food group name is printed in the top left corner.
b. student's name is on the back.

STEP 2 – Take the cards directly from each person, keeping titles up and all facing the same way.

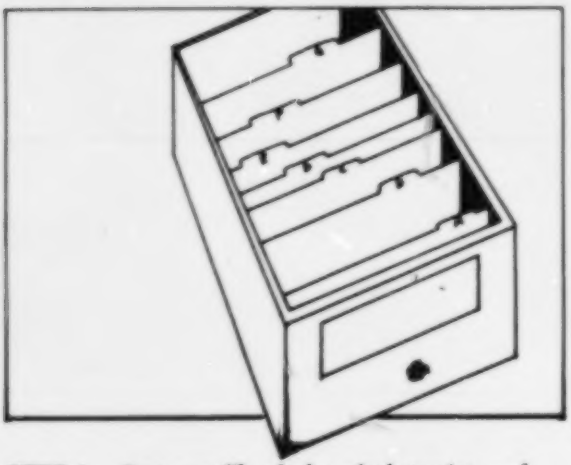
STEP 3 – Place the cards on your desk.

Check Point

Ask if all cards have been given to you.

Instructional Objective 11

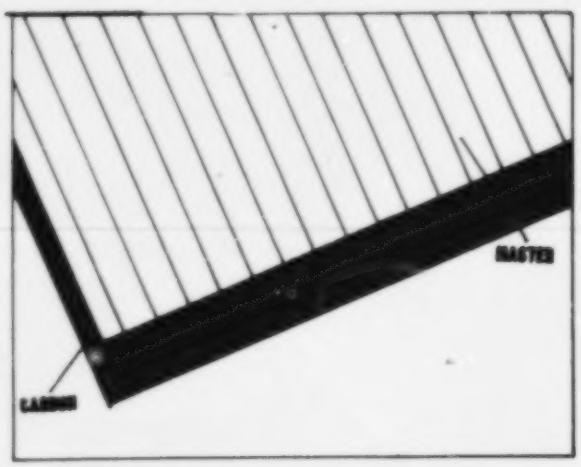
The FILE CLERKS, CLERK-TYPIST, and PROOFREADERS for each division will assume positions and receive supplies.



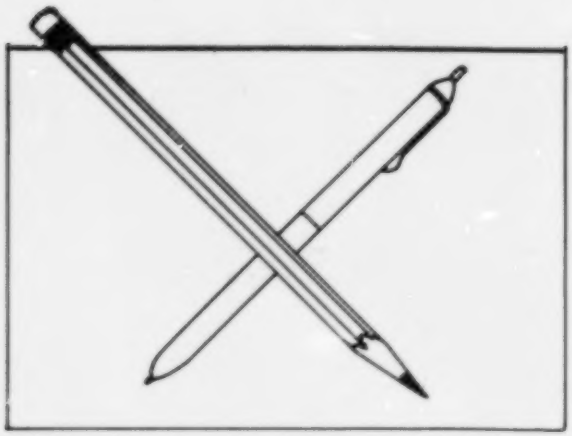
STEP 1 – Instruct file clerks, clerk-typist, and proofreaders to go to their stations.

STEP 2 – Distribute supplies to each food group:

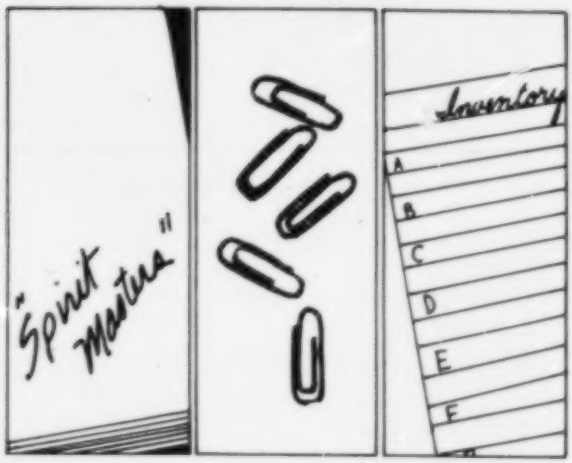
a. file drawer with alphabet indexes



b. guide sheet and carbon paper



c. pencils with erasers, medium ball point pens



d. spirit masters – 8 to each group

e. paper clips – 4 or 5

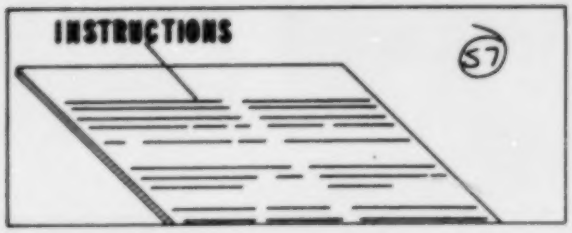
f. inventory sheet

Check Point

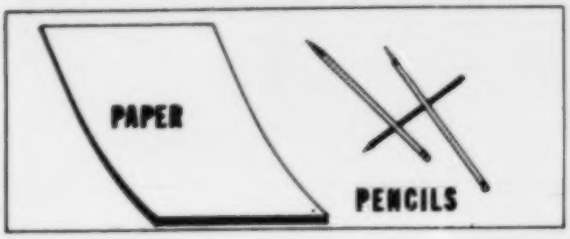
Collect inventory sheet from each division after they check off their supplies. Be sure each group has all listed supplies.

Instructional Objective III

Given instructions, the cover DESIGNERS will begin preparing covers for book.



STEP 1 – Hand out instructions to designers.



STEP 2 – Give supplies to designers

a. pencils

b. paper

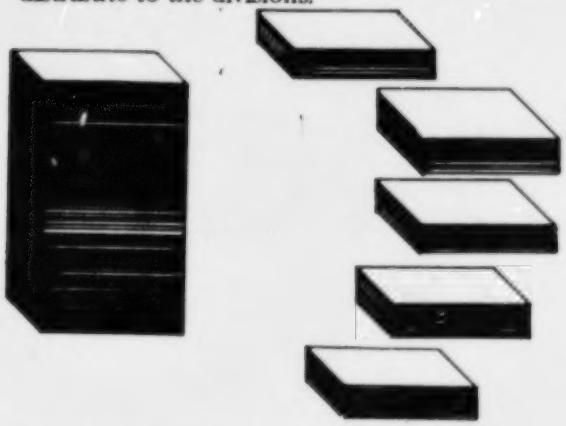
c. sheet on designing covers

Check Point

On your worksheet, write the names of the designers and check off supplies received.

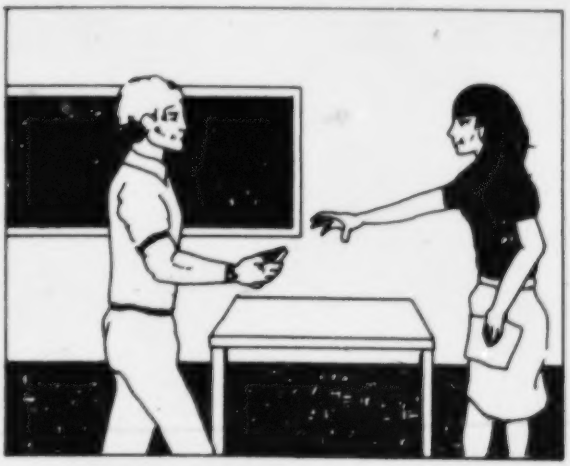
Instructional Objective IV

Given all recipe cards, the ADMINISTRATIVE SECRETARY will distribute to the divisions.



STEP 1 – Count the cards. Do not be concerned with what food group they are.

STEP 2 – Divide the cards into five equal stacks.



STEP 3 – Give a stack to each file clerk.

STEP 4 – Record the number given each on your work sheet.

Check Point

Ask the file clerks to count the cards and tell you how many each group has. Is this the same as you recorded on worksheet?

COMPANY BULLETIN TWO - 6
THE CLERK

[illegible]

[illegible]

[illegible]

Instructional Objective 1

Given supplies, the student will arrange and inventory supplies.

STEP 1 — Place file drawer directly in front of you.

STEP 2 — Check to see:

a. The name of the food group is on the front of the drawer.

b. Open drawer and check for all alphabet index letters to see that they are in correct order.

STEP 3 — Place stencils, carbon papers, guide line sheets, pencils, pens, and paper clips in front of clerk-typist and proofreader.

STEP 4 — Use inventory sheet and check off supplies received.

Check Point

Before inventory check in,

Instructions

Given random cards from all five groups, the file clerk will check a specified food group and pass the others to another file clerk.

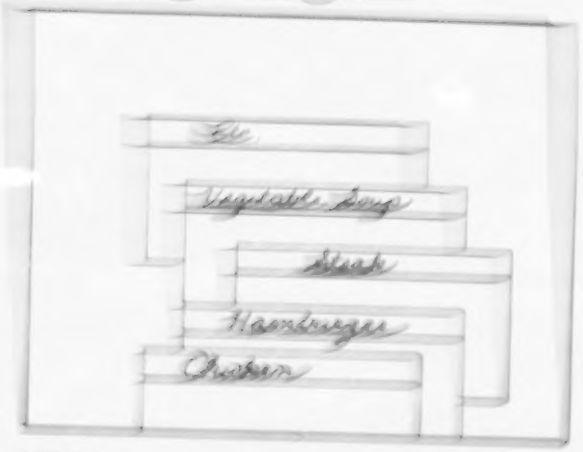
STEP 1 – Look at each card. Read the food group name in left hand top corner.

STEP 2 – Pile cards by food group.

STEP 3 – Pass the cards NOT in your food group to the file clerk near you.

Instructional Objective

Given a group of recipe cards the student will arrange the cards alphabetically according to main ingredient.



STEP 1 – Arrange your cards alphabetically according to the main ingredient.

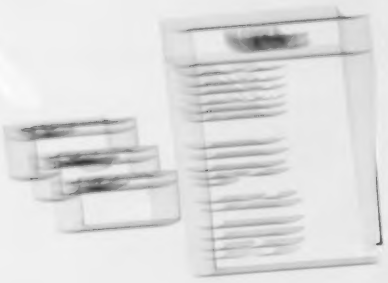
STEP 2 – Consult the others in your division if you have a question as to what the main ingredient is.

Check Point

Have your instructor check your work.

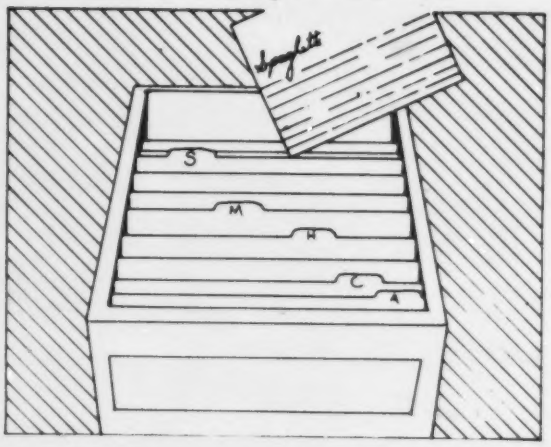
Check Point

a list of the
phabetized.
heck point.

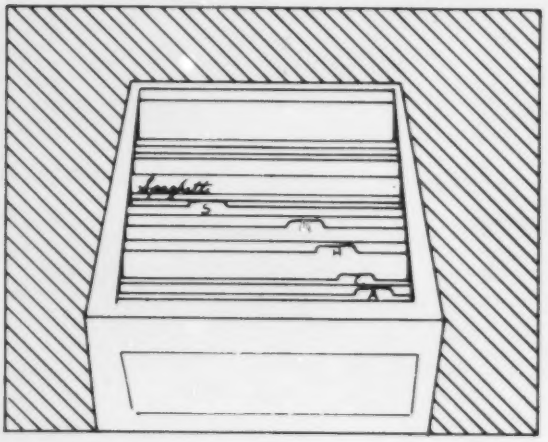


Instructional Objective IV

Given a group of cards, the student will file the cards in alphabetical order.



STEP 1 – Find the correct letter on the index in the file drawer.



STEP 2 – Place the card behind the index letter.

STEP 3 – Cards placed behind any one letter should also be in alphabetical order:

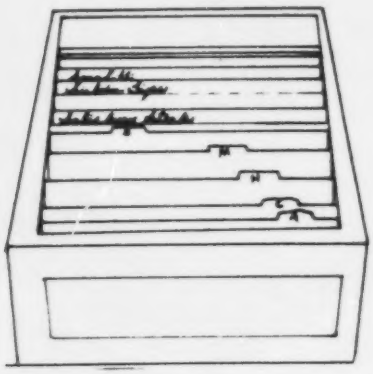
EXAMPLE:

Salisbury Steak, Spaghetti with Meat Balls, Sirloin Tips.

All of these will be under S. The correct order would be:

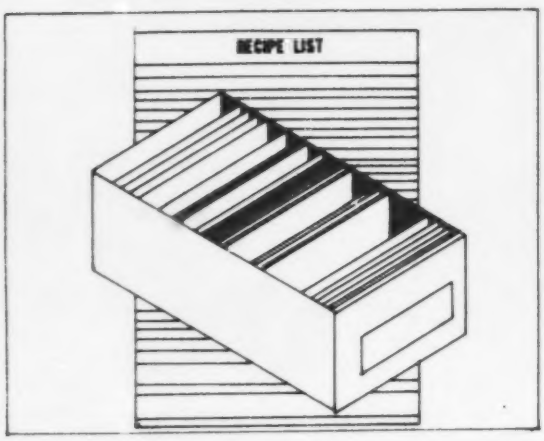
Salisbury Steak, Sirloin Tips, Spaghetti with Meat Balls.

File all your cards. Check for correct food group name while doing this.



Check Point

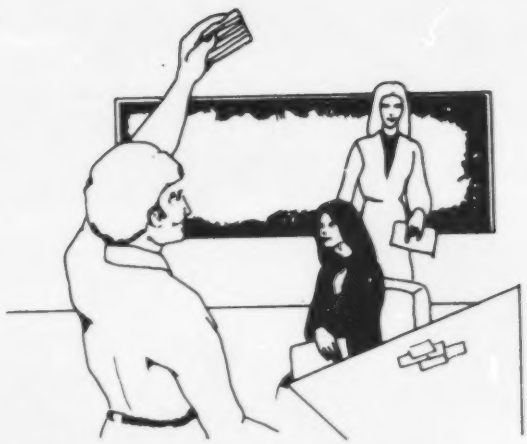
Go through the files and check the order of cards with the list that you made in the previous check point. Correct any which might be out of place.



Instructional Objective V

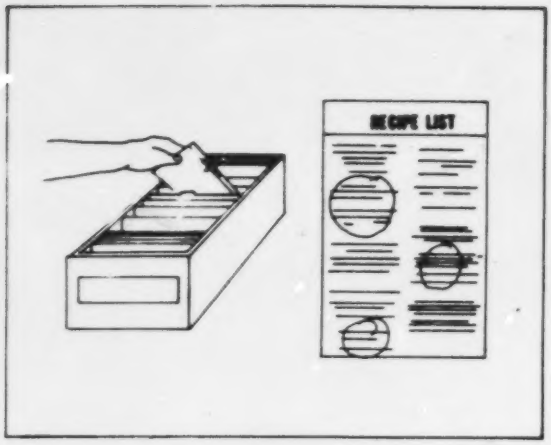
Given a list of recipes, the students will select four to six recipes to be used for a book.

STEP 1 – A conference is held with all workers in your division.



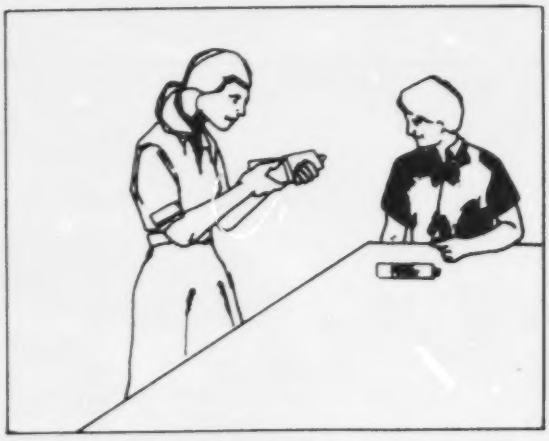
STEP 2 – Read the list of recipes to your co-workers.

STEP 3 – Select those four to six recipes that sound good.



STEP 4 – Take cards from the file of those selected.

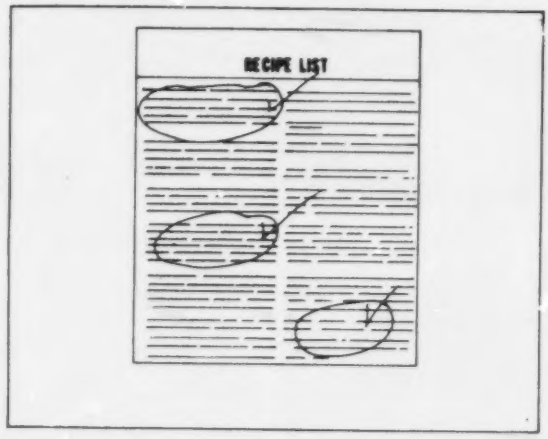
STEP 5 – Circle the names of these recipes on your list.



STEP 6 – Give cards to Clerk-Typist.

Check Point

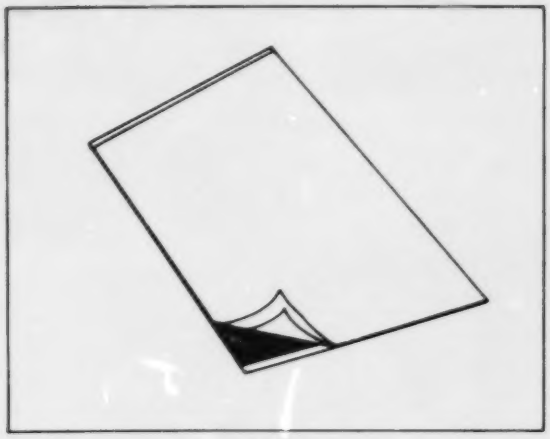
After cards have been used by clerk-typist and returned to you, place a check on your list for each card returned and file the card back in the box.



COMPANY BULLETIN TWO - C
CLERK - TYPIST

Instructional Objective 1

Following directions, the student will prepare spirit masters for hand printing.

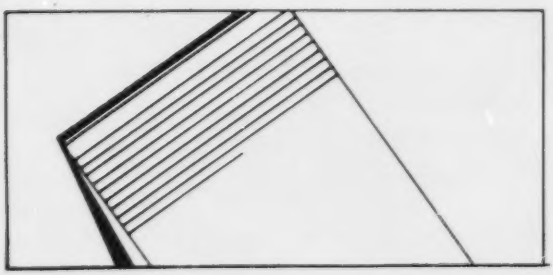


STEP 1 – Look at the spirit master unit and compare to the illustrations:

a. white sheet on top–no lines

b. thin loose sheet in center–slipsheet

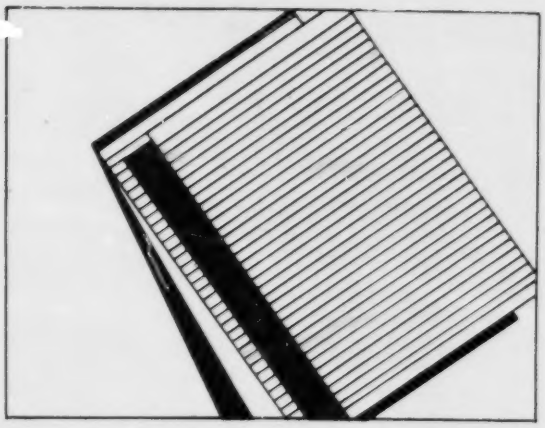
c. purple sheet on the back–carbon



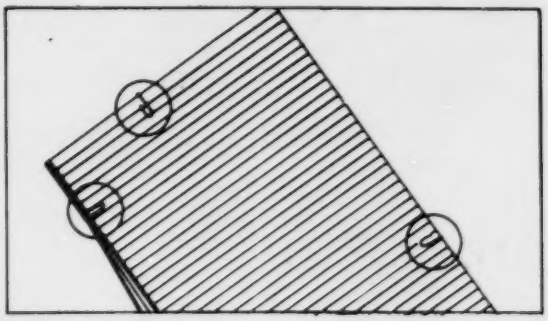
STEP 2 – To print neatly, draw lines on the white sheet:

a. Let the thin sheet stay between the white and back sheet.

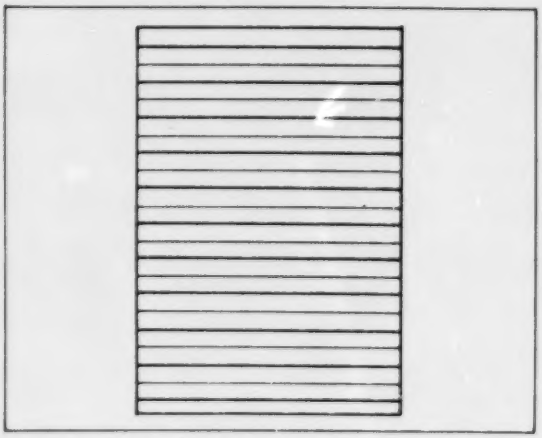
b. Place the lined guide sheet on top of the carbon paper with the carbon side down–away from guide sheet.



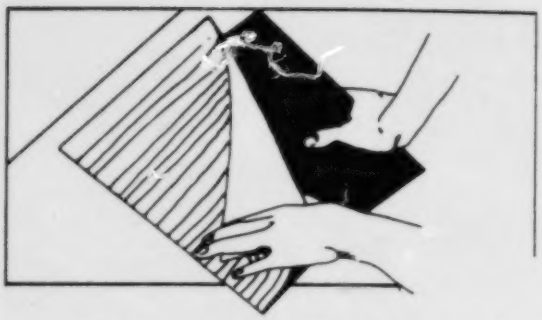
c. Place the carbon sheet on top of the white sheet of the spirit master.



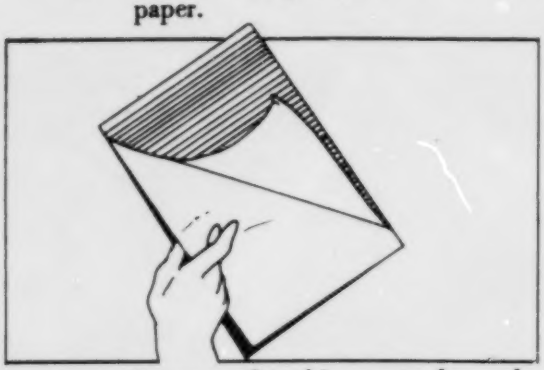
d. Secure the guide sheet and carbon paper to spirit master with paper clips.



e. Trace over the lines of the guide sheet . . .do not skip one.



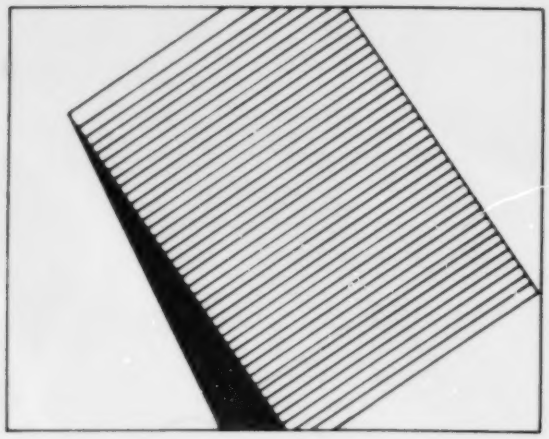
f. Remove the guide sheet and carbon paper.



g. Remove the thin paper from the center of the spirit master.

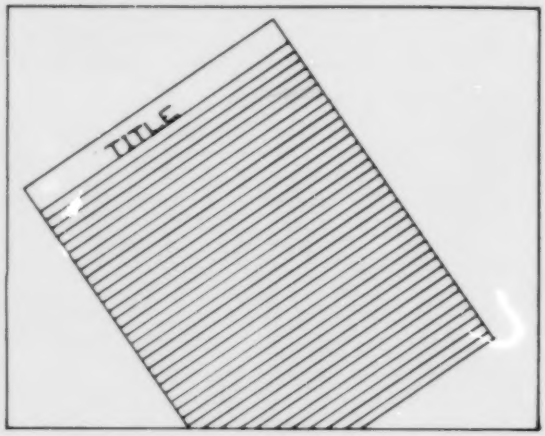
Check Point

Do you have a neatly lined top white sheet on your master?



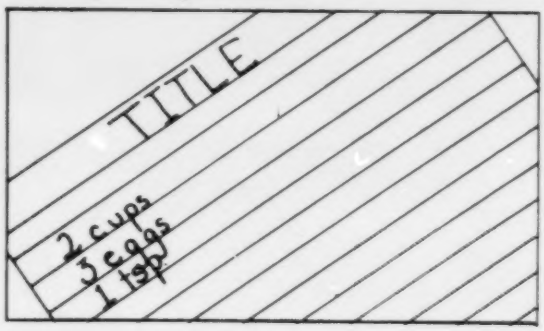
Instructional Objective II

Following the procedure for copying recipes in the proper form, the student will copy the selected recipes on spirit masters.

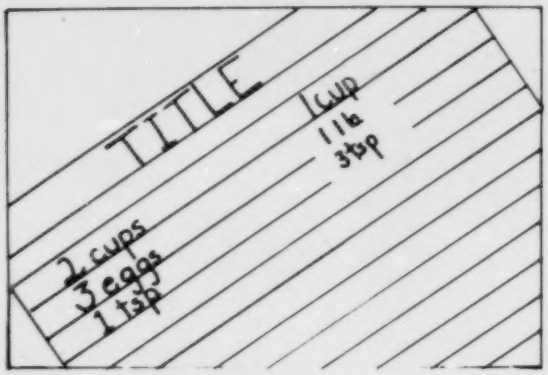


STEP 1 – Print the title in the center on the first line.

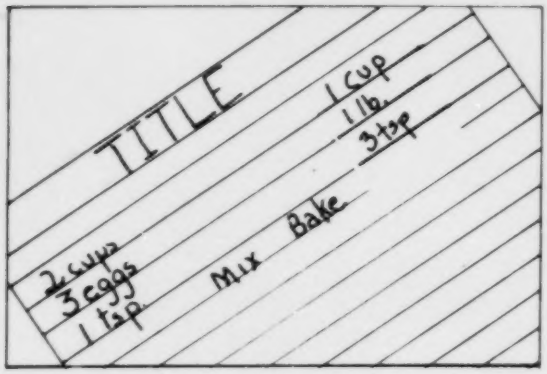
STEP 2 – Begin on the next line and print carefully the ingredients.



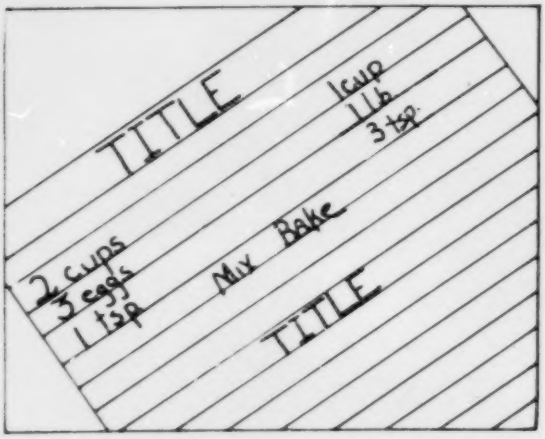
STEP 3 – Copy amounts neatly. Press slightly on spirit master while printing.



STEP 4 – Print the ingredients as on the card: one half on the left side of the page and the other half on the right.



STEP 5 – Copy mixing and cooking directions.

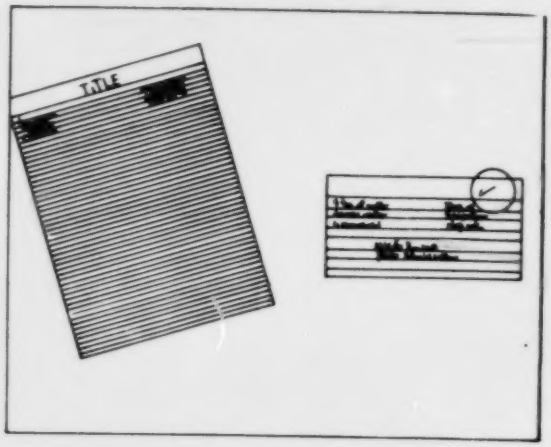


STEP 6 – If recipes are short, arrange two on one page.

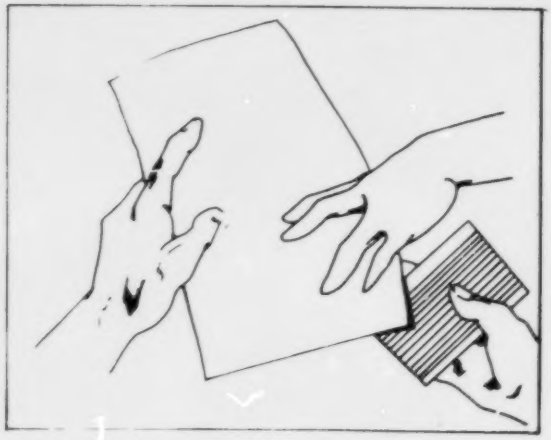
STEP 7 – Do not divide a recipe on two pages.

Check Point

Quickly read the entire master before going to the next page. Place a check mark in the right hand corner of the recipe card to indicate it has been printed.



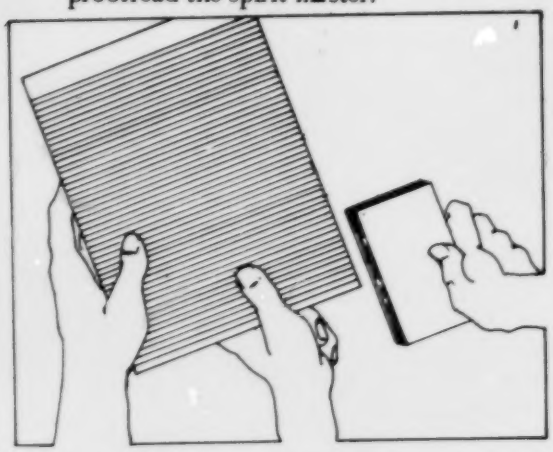
Give the recipe card and spirit masters to the proofreader as you complete each page.



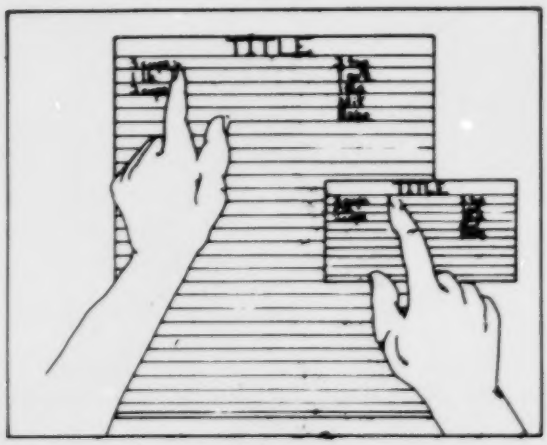
COMPANY BULLETIN TWO - D
PROOFREADER

Instructional Objective 1

Given the same written material on a card and a spirit master, student will proofread the spirit master.



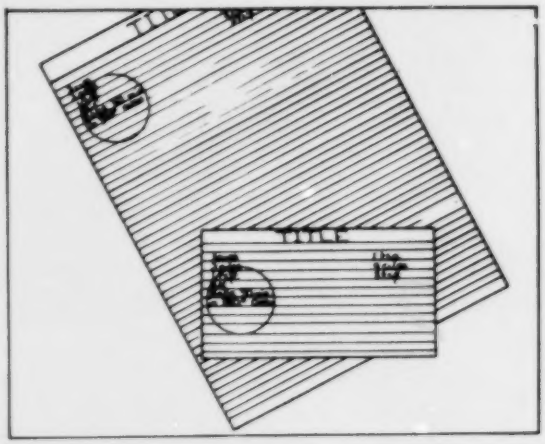
STEP 1 – Take cards and spirit master from the clerk-typist as completed.



STEP 2 – Read and check each line for accuracy.

STEP 3 – Read the line on the recipe card first.

STEP 4 – Read the same line on the spirit master.



STEP 5 – Check all amounts, figures, times and directions carefully.

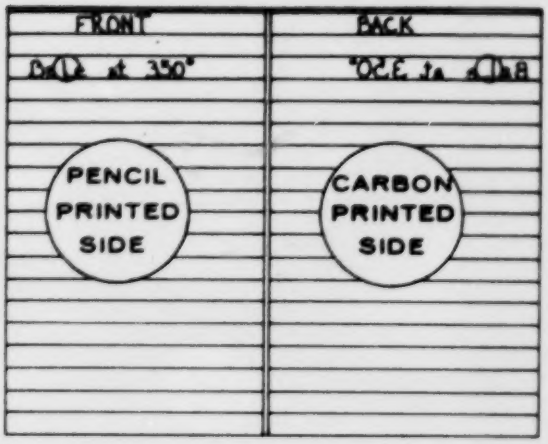
Check Point

Ask file clerk to read recipe quickly while you read spirit master.

36

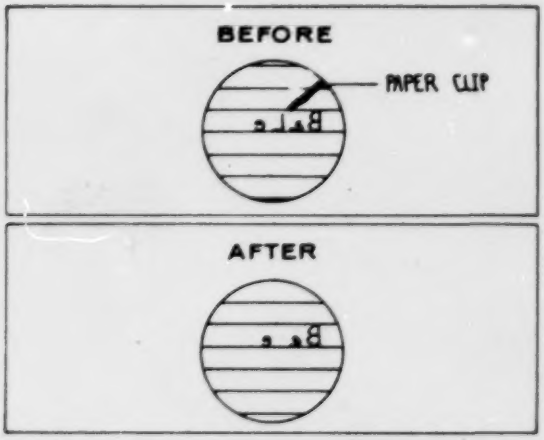
Instructional Objective II

The student will make minor corrections on a spirit master.



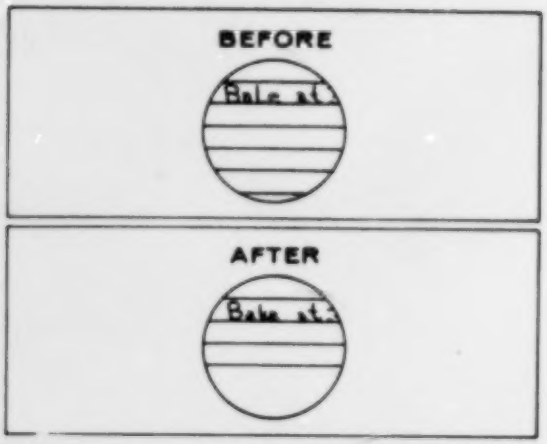
STEP 1 – Turn to the back of the white sheet.

STEP 2 – Locate the incorrect letter.



STEP 3 – Erase or scrape off the wrong letter–may be scraped off with a straightened paper clip using the end of the clip.

STEP 4 – Do not erase or scrape off any other letters.



STEP 5 – Turn back to the front sheet and print over the incorrect letter with the correct letter.

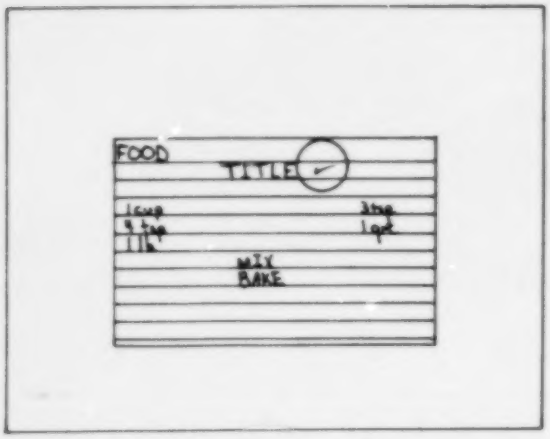
If important directions have been omitted and cannot be added, the spirit master must be printed again. Return card and spirit master to clerk-typist.

Check Point

Look at the back of the white sheet. Can you see the correct letter?

Instructional Objective III

To distribute cards and spirit master upon printing completion.



STEP 1 – When spirit master is acceptable, place a check mark at the end of the title on the recipe card.

STEP 2 – Return recipe cards to file clerk.

STEP 3 – Give the corrected spirit masters to the ADMINISTRATIVE SECRETARY.

Check Point

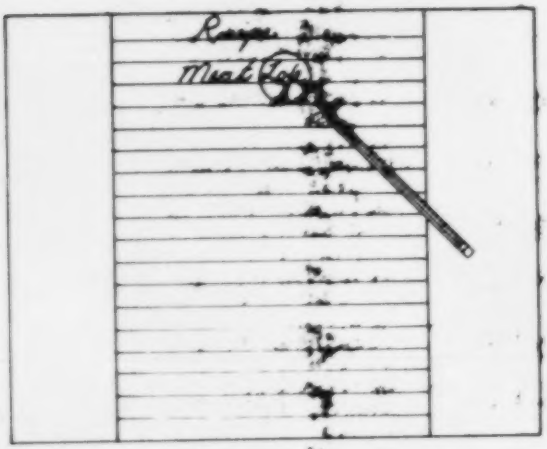
Compare cards to file clerk's list.

COMPANY BULLETIN TWO - E
ADMINISTRATIVE SECRETARY

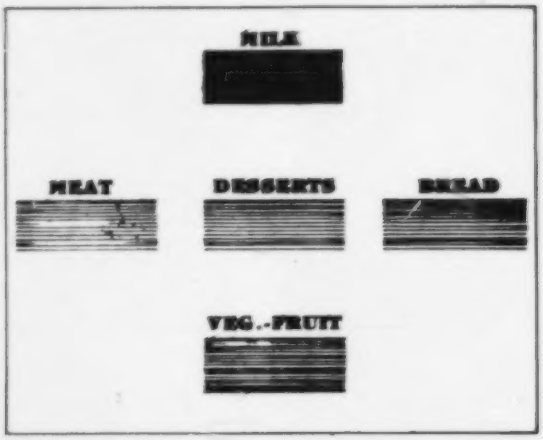
Instructional Objective 1:

The ADMINISTRATIVE SECRETARY will arrange, number, and make a table of contents for completed spirit masters.

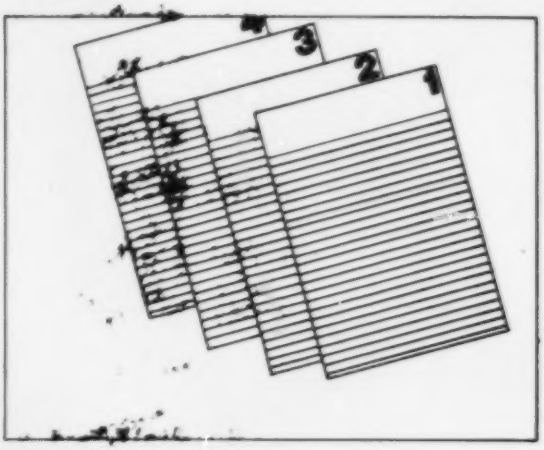
STEP 1 – Receive the printed and corrected spirit masters from the proofreader.



STEP 2 – Look over spirit masters for obvious uncorrected errors.

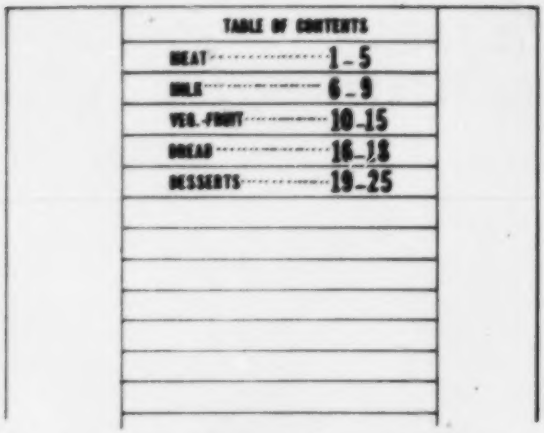


STEP 3 – Keep spirit masters in five stacks by food groups.



STEP 4 – When all stencils are in,

a. Arrange in food groups:
   1. Meat
   2. Milk
   3. Vegetables-Fruit
   4. Bread-Cereal
   5. Desserts
b. Number pages in the top right corner.



STEP 5 – Use a spirit master and print a table of contents. Do not list all recipes.

a. List food group names.

b. Place number of page on which group begins and ends.

c. See illustration for example – your pages will differ.

Check Point

Compare TABLE OF CONTENTS page numbers with spirit masters.
Ask instructor to check page numbers.

CONSULT WITH INSTRUCTOR ABOUT DUPLICATION PROCESS TO BE USED.

COMPANY BULLETIN TWO - F
COVER DESIGNER

Instructional Objective 1

Given information which is necessary to appear on a cover, the student will design a cover for a cook book which can be put on a spirit master.

6/28/77
Pearson Junior High
Princeville

STEP 1 – Use a standard size sheet of paper and pencil.

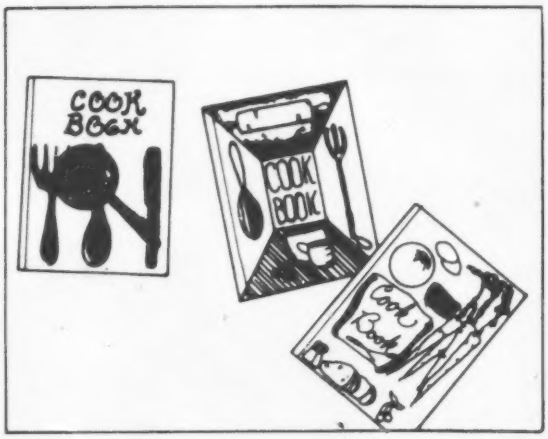
STEP 2 – Information that must appear on cover:

a. Title – you can make up one

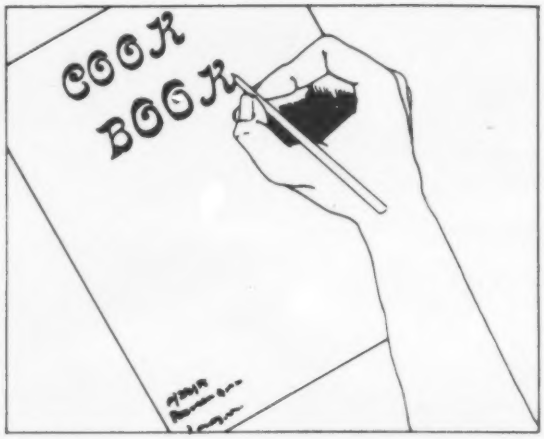
b. Date – should give month and year

c. Place – name of school or town

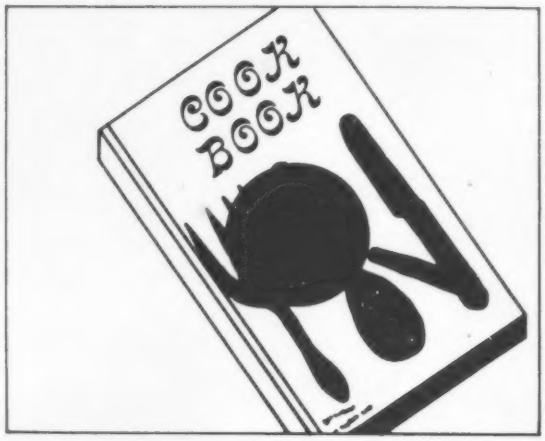
d. Name of class doing this project



STEP 3 – Art work may be used. Should relate to food.



STEP 4 – Print the necessary information on your notebook paper where it would appear on the cover.



STEP 5 – Sketch illustrations or art work on same sheet.

STEP 6 – SUGGESTIONS:

The necessary information could be put on a spirit master and cut-outs of foods glued on after it is run. (Consult your instructor about this.)

Check Point

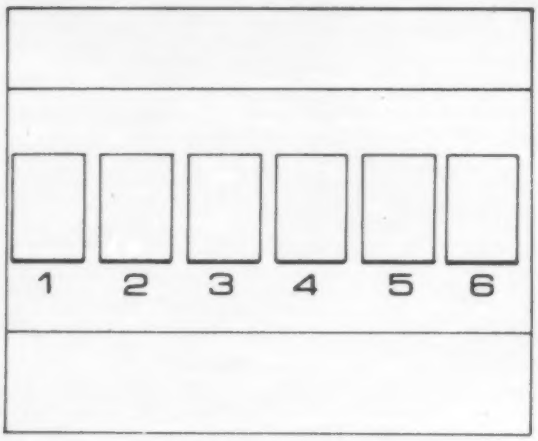
Let class vote on cover design if several covers are developed and designers cannot decide on one. (Consult instructor.)

COMPANY BULLETIN THREE - A
ADMINISTRATIVE SECRETARY

ASSEMBLING COOK BOOKS

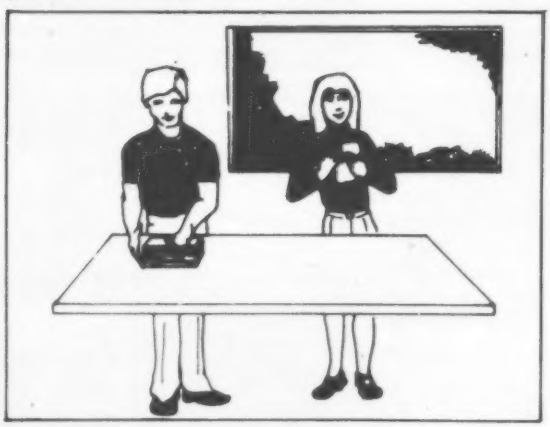
Instructional Objective 1

Given the duplicated pages, the ADMINISTRATIVE SECRETARY will set up an assembly line.

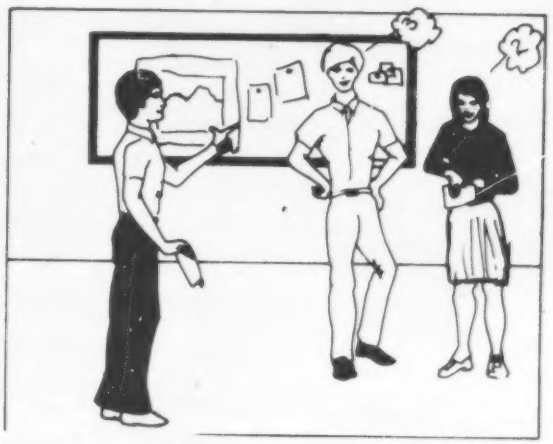


STEP 1 – Assemble stacks with each page separated and in a stack by itself.

STEP 2 – Place each stack on a long table beginning with page 1 (Table of Contents) and place page 2 to the right of it, then page 3 to the right, and so on with the cover being placed at the end of the book.

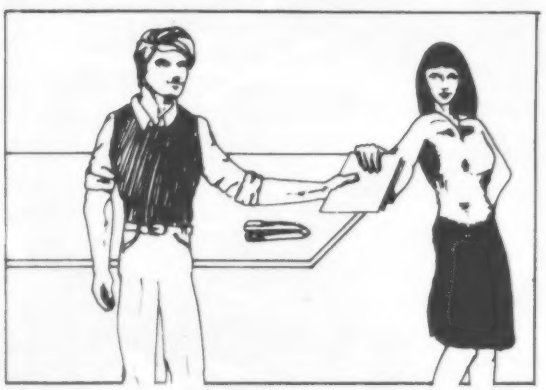


STEP 3 – Assign each assembler to handle 2 or 3 pages. Assemblers have directions to follow to assemble and pass sheets.



STEP 4 – Be sure the last assembler has the cover only.

STEP 5 – Be sure each assembler understands the importance of keeping pages in order.



STEP 6 – Be sure the cover is put on top and the assembled book passed to staplers.

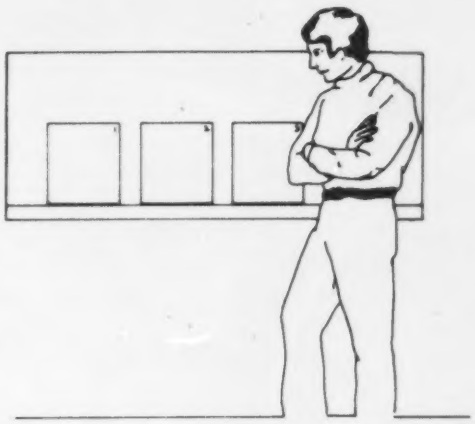
Check Point

Signal assemblers to begin and assemble first book. Check page order, cover, and staples. Give book to instructor for inspection.

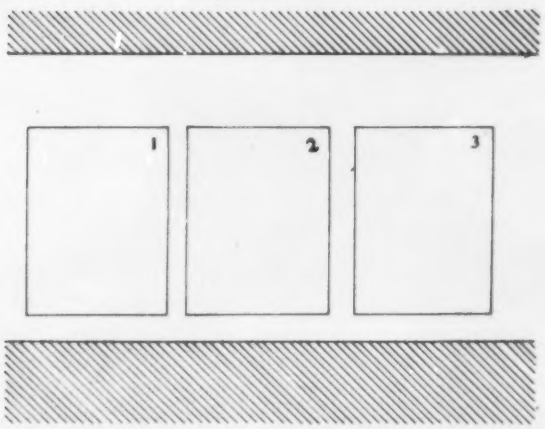
COMPANY BULLETIN THREE - B
ASSEMBLERS

Instructional Objective 1

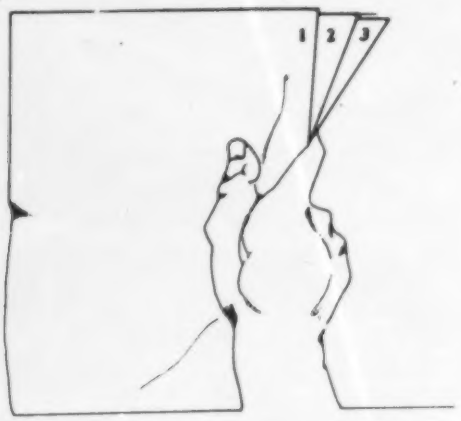
Given a number of pages, the assembler will assemble pages in numerical order and pass to the next assembler until all pages are assembled into a book form.



STEP 1 – Stand in your assigned position at the table containing pages.



STEP 2 – Notice the numbers on the pages of the book which you have been assigned.



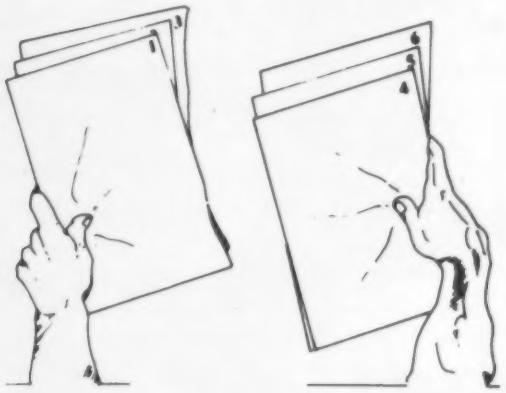
STEP 3 – Pick up the pages assigned to you and arrange in order with the SMALL NUMBER on top and others beneath it.

NOTE:

All assemblers except the first one will receive pages. Follow these steps:

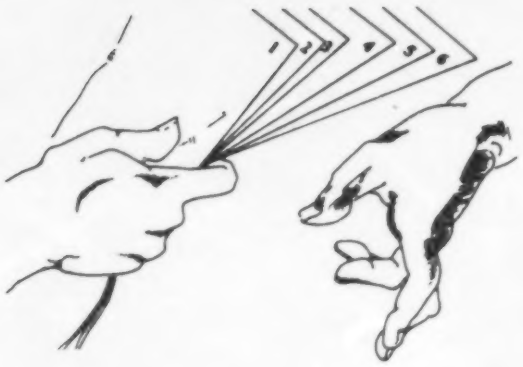
a. Receive pages from the person on your left.

b. Place your correctly assembled pages beneath the ones you receive.



Check Point

Look at numbers in the top right hand corner. Do they read from small to large? Are they in correct numerical order?

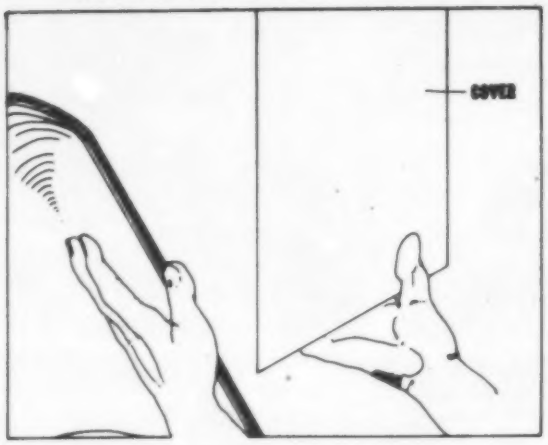


STEP 4 – Pass correctly assembled pages to the next assembler.

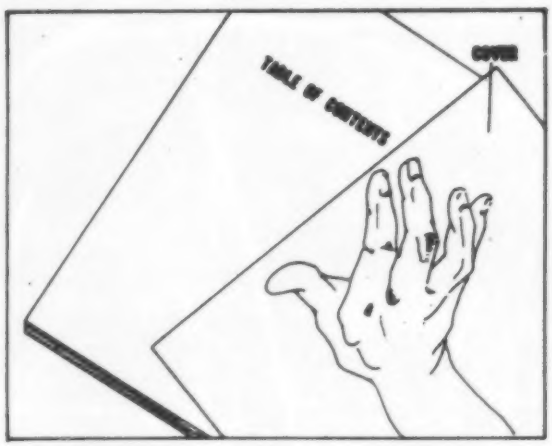
COMPANY BULLETIN THREE - C
COVER ASSEMBLER

Instructional Objective 1

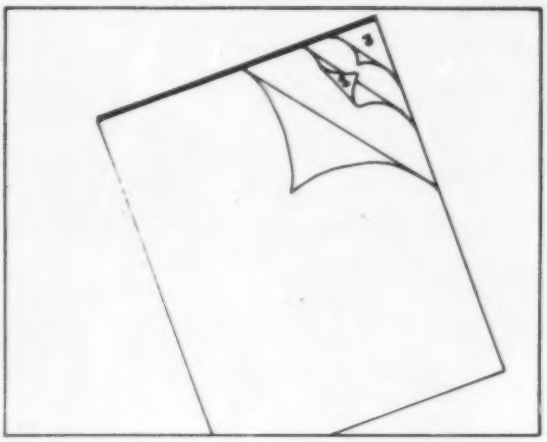
The cover assembler will place the cover sheet on top of the assembled pages for the book and check page numbers for numerical correctness.



STEP 1 – Receive assembled book from last person on assembly line.



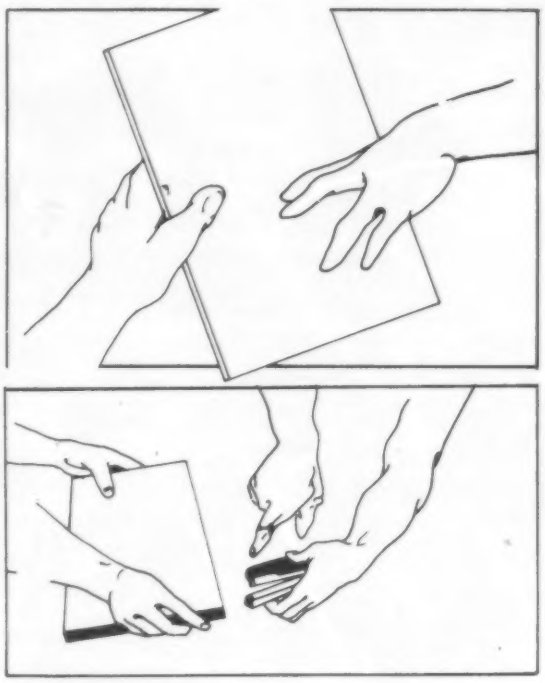
STEP 2 – Place cover on top of assembled pages.



STEP 3 – Look at numbers in right hand corner of each page.

Check Point

Hand to another cover assembler and repeat Steps 1,2,3.

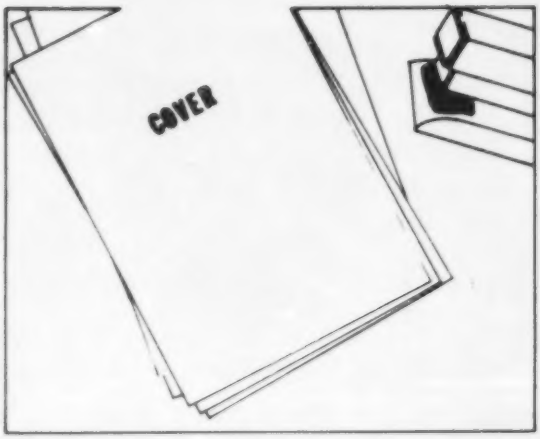


STEP 4 – Give correctly assembled book with cover to stapler.

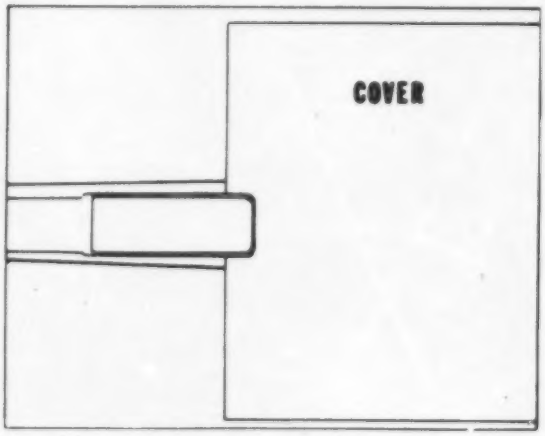
COMPANY BULLETIN THREE - D
STAPLERS

Instructional Objective 1

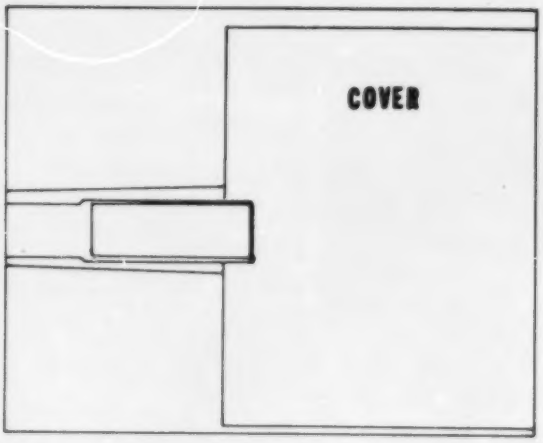
Given a book assembled in correct order, the stapler will place three staples to bind the book together.



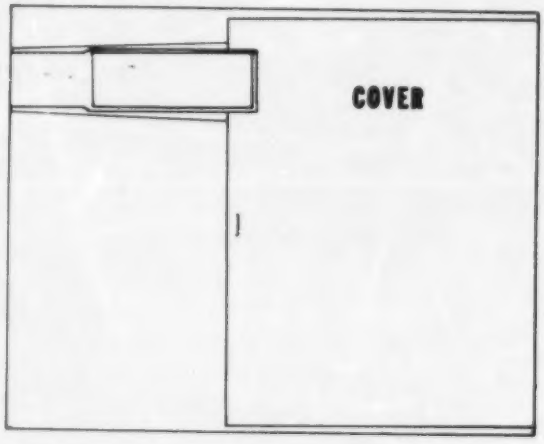
STEP 1 – Receive book from cover assembler.



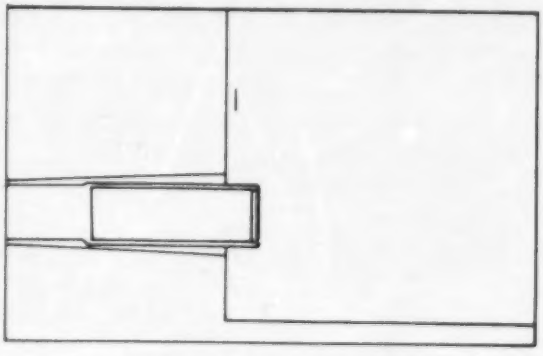
STEP 2 – Holding the book with corners straight and even, place the book in stapler.



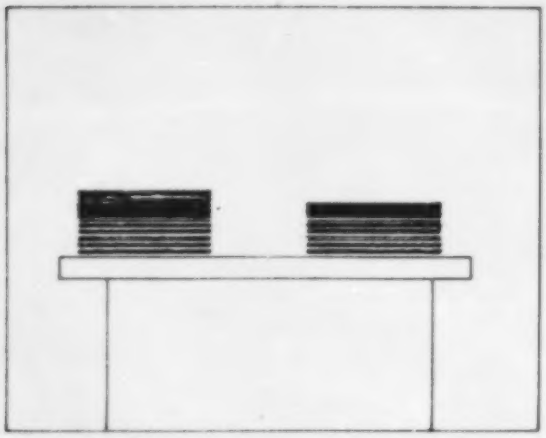
STEP 3 – Place first staple in the center on the left hand side.



STEP 4 – Place the second staple approximately 3 inches above the first.



STEP 5 – Place the third staple approximately 3 inches from the bottom of the page. (3 in. = 7.6 cm)



STEP 6 – Stack stapled booklets in boxes or stacks on table.

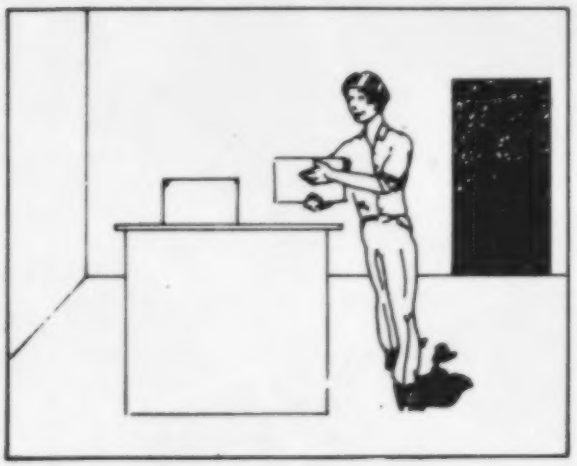
Check Point

Are staples placed correctly in books?

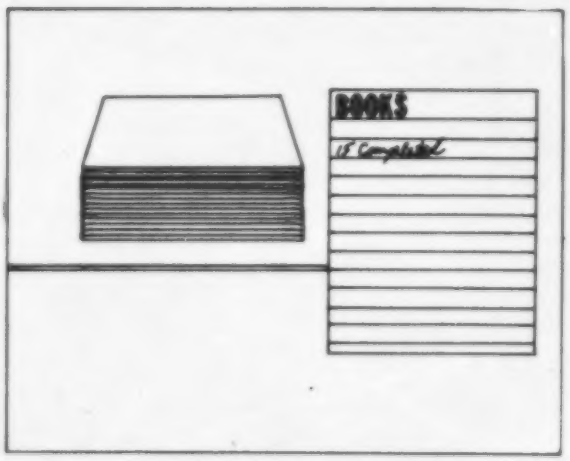
COMPANY BULLETIN THREE - E
DISTRIBUTORS

Instructional Objective 1

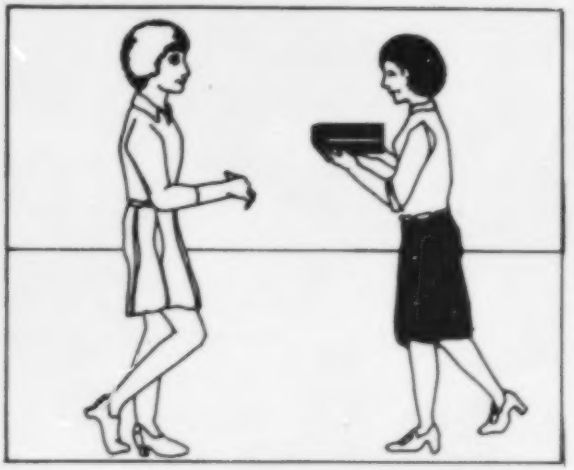
Given completed books, the DISTRIBUTOR will give out and record distribution of each book.



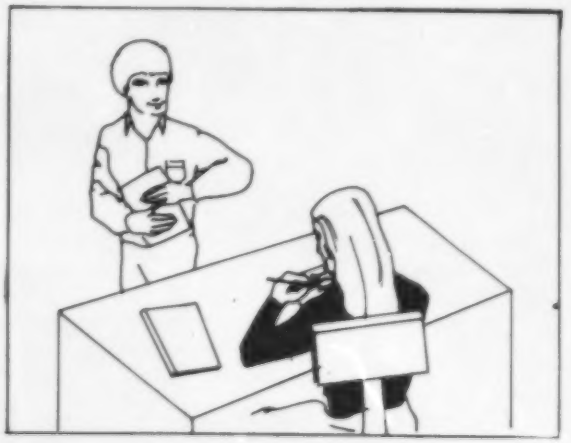
STEP 1 – Receive completed books.



STEP 2 – Count number received. Record number on notebook paper.



STEP 3 – Report number to instructor and get instructions for distribution.



STEP 4 – Distribute to members or workers. Write names of those receiving a copy on notebook paper to give to instructor.

Check Point

Read list of those receiving books to class.

977.381-010 BOOKBINDER (print. & pub.) bookmaker.

Cuts, sews, and glues components to bind books, using sewing machine, handpress, and handcutter: Folds printed sheets to form signatures (sections) and gathers signatures into numerical order. Sews signatures together to form book body, using sewing machine. Compresses sewed signatures to reduce book to required thickness, using handpress or smashing machine. Trims edges of book to size, using handcutter. Inserts book body to device that forms back edge of book into convex shape and produces grooves to facilitate attachment of cover. Applies glue to back of book and attaches cloth backing and headband. Applies color to edges of signatures, using brush, pad, or atomizer. Cuts binder board to specified cover size using board shears or handcutter. Cuts cover material, such as leather or cloth, to specified size and fits and glues material to binder board. Glues outside end sheet to cover. Places bound book in press that exerts pressure on cover until glue dries. May imprint cover with gold lettering or designs, using stamping machine. May rebind damaged or worn books.

169.167-014 ADMINISTRATIVE SECRETARY (any ind.) executive secretary.

Keeps official corporation records and executes administrative policies determined by or in conjunction with other officials: Prepares memorandums outlining and explaining administrative procedures and policies to supervisory workers. Plans conferences. Directs preparation of records, such as notices, minutes, and resolutions for stockholders' and directors' meetings. Directs recording of company stock issues and transfers. Acts as custodian of corporate documents and records. Directs preparation and filing of corporate legal documents with government agencies to conform with statutes. In small organizations, such as trade, civic, or welfare associations, often performs publicity work. Depending on organization, works in line or staff capacity.

201.362-030 SECRETARY (clerical) secretarial stenographer.

Schedules appointments, gives information to callers, takes dictation, and otherwise relieves officials of clerical work and minor administrative and business detail: Reads and routes incoming mail. Locates and attaches appropriate file to correspondence to be answered by employer. Takes dictation in shorthand or by machine [STENOTYPE OPERATOR (clerical)] and transcribes notes on typewriter, or transcribes from voice recordings [TRANSCRIBING-MACHINE OPERATOR (clerical)]. Composes and types routine correspondence. Files correspondence and other records. Answers telephone and gives information to callers or routes call to appropriate official and places outgoing calls. Schedules appointments for employer. Greets visitors, ascertains nature of business, and conducts visitors to employer or appropriate person. May not take dictation. May arrange travel schedule and reservations. May compile and type statistical reports. May oversee clerical workers. May keep personnel records [PERSONNEL CLERK (clerical)]. May record minutes of staff meetings. May make copies of correspondence or other printed matter, using copying or duplicating machine. May prepare outgoing mail, using postage-metering machine.

219.362-010 ADMINISTRATIVE CLERK (clerical) clerk, general office.

Compiles and maintains records of business transactions and office activities of establishment, performing variety of following or similar clerical duties and utilizing knowledge of systems or procedures: Copies data and compiles records and reports. Tabulates and posts data in record books. Computes wages, taxes, premiums, commissions, and payments. Records orders for merchandise or service. Gives information to and interviews customers, clients, employees, and sales personnel. Receives, counts, and pays out cash. Prepares, issues, and sends out receipts, bills, policies, invoices, statements, and checks. Prepares stock inventory. Adjusts complaints. Operates

office machines, such as typewriter, adding, calculating, and duplicating machines. Opens and routes incoming mail, answers correspondence, and prepares outgoing mail. May take dictation. May prepare payroll. May keep books. May purchase supplies. May be designated according to field of activity or according to location of employment as ADJUSTMENT CLERK (ret. tr.; tel: & tel.); AIRPORT CLERK (air trtrans.); COLLIERY CLERK (mining & quarrying); DEATH-CLAIM CLERK (insurance); FIELD AUCTION CLERK (clerical); BENEFITS CLERK (clerical); CONSTRUCTION-RECORDS CLERK (const.; light, heat, & power); SHOP CLERK (clerical).

206.362-010 FILE CLERK (clerical) I

Files correspondence, cards, invoices, receipts, and other records in alphabetical or numerical order, or according to subject matter, phonetic spelling, or other system: Reads incoming material and sorts according to file system. Places material in file cabinet, drawers, boxes, or in special filing cases. Locates and removes material from files when requested. Keeps records of material removed, stamps material received, traces missing file folders, and types indexing information on folders. May enter data on records. May be designated according to subject matter filed as CHANGE-OF-ADDRESS CLERK (clerical); SUBSCRIPTION CLERK (clerical); or according to material filed as ADDRESSOGRAPH-PLATE-FILE CLERK (clerical); FILE CLERK, CORRESPONDENCE (clerical); FILE CLERK, DRAWINGS (clerical); FILE CLERK, STENCILS (clerical). May file according to phonetic spelling and be designated FILE CLERK, SOUNDEX SYSTEM (clerical).

206.367-014 FILE CLERK (clerical) II

Performs duties essentially same as those of FILE CLERK (clerical) I, except that in addition to putting material in and removing it from files, performs clerical work in searching and investigating information contained in files, inserting additional data on file records, making up reports, and keeping files current, which may require making calculations, and supplying written information from file data. Classifies material when classification is not readily discernible [CLASSIFICATION CLERK (clerical)]. Disposes of obsolete files in accordance with established retirement schedule or legal requirements. May operate keypunch to enter data on tabulating cards. May photograph records on microfilming devices. May type reports. May use calculating machine. May be designated according to material filed as FILE CLERK, FILM (clerical); FILE CLERK, GEOLOGICAL RECORDS (petrol. production); FILE CLERK, MAPS (clerical); FILE CLERK, MEDICAL RECORDS (clerical); FILE CLERK, X-RAYS (medical ser.); PAINT-SAMPLE CLERK (paint & varn.).

206.387-010 CLASSIFICATION CLERK (clerical) coding file clerk.

Classifies materials according to subject matter and assigns numbers or symbols from predetermined coding system to facilitate accurate filing and reference: Scans correspondence, reports, drawings, and other materials to be filed to determine subject matter. Ascertains specified number or symbol, using code book or chart, and marks or stamps code on material. Assigns cross-indexing numbers if subject matter should be classified and filed under more than one heading. May revise coding system to improve code usage.

209.562-010 CLERK, GENERAL (clerical) office clerk, routine.

Performs any combination of following and similar clerical tasks requiring limited knowledge of systems or procedures: Writes or types bills, statements, receipts, checks, or other documents, copying information from one record to another. Proofreads records or forms. Counts, weighs, or measures material. Sorts and files records. Receives money from customers and deposits money in bank. Addresses envelopes or packages by hand or with typewriter or addressograph machine. Stuffs packages by hand or with typewriter or addressograph machine. Stuffs envelopes by hand or with envelope stuffing machine. Answers telephone, conveys messages, and runs errands. Stamps, sorts, and distributes mail. Stamps or numbers forms by hand or machine. Copies documents, using office duplicating equipment.

203.362-010 CLERK-TYPIST (clerical)

Compiles data and operates typewriter in performance of routine clerical duties to maintain business records and reports: Types reports, business correspondence, application forms, shipping tickets, and other matter. Files records and reports, posts information to records, sorts and distributes mail, answers telephone, and performs similar duties. May compute amounts, using adding or calculating machine. May be designated according to records typed as TRUST-REMITTANCE CLERK (finan. inst.). May type on or from specialized forms and be designated GUEST-HISTORY CLERK (hotel & rest.); SECURITY-INDEX CLERK (finan. inst.). STORAGE-RECEIPT POSTER (clerical). May compile reports and type prescription data on labels in hospital pharmacy and be designated DISPENSARY CLERK (medical ser.). Additional titles: COLLECTION-CARD CLERK (clerical); MOTOR-POOL CLERK (clerical); ORDER CLERK (light, heat, & power); POLICY-ISSUE CLERK (insurance); REMITTANCE-ACCOUNT CLERK (finan. inst.); VERIFICATION-AND-PROXY CLERK (finan. inst.).

132.267-014 EDITORIAL ASSISTANT (print. & pub.) associate editor; assistant editor.

Prepares written material for publication, peforming any combination of the following duties: Reads copy to detect errors in spelling, punctuation, and syntax. Verifies facts, dates, and statistics, using standard reference sources. Rewrites or modifies copy to conform to publication's style and editoral policy and marks copy for typesetter, using standard symbols to indicate how type should be set. Reads galley and page proofs to detect errors and indicates corrections, using standard proofreading symbols. May confer with authors regarding changes made to manuscript. May select and crop photographs and illustrative materials to conform to space and subject matter requirements. May prepare page layouts to position and space articles and illustrations. May write or rewrite headlines, captions, columns, articles, and stories according to publication requirements. May initiate or reply to correspondence regarding material published or being considered for publication. May read and evaluate submitted manuscripts and be designated MANUSCRIPT READER (print. & pub.). May be designated according to type of publication worked on as COPY READER (print. & pub.) when working on newspaper, and COPY READER BOOK (print. & pub.) when working on books.

209.687-014 MAIL HANDLER (gov. ser.) distribution clerk.

Sorts and processes mail in post office: Sorts incoming or outgoing mail into mail rack pigeonholes or into mail sacks according to destination. May feed letters into electric canceling machine or hand-stamp mail with rubber stamp to cancel postage. May serve at public window or counter. May transport mail within post office [MATERIAL HANDLER (any ind.)]. May sort mail in mobile post office and be designated DISTRIBUTION CLERK, RAILWAY OR HIGHWAY POST OFFICE (gov. ser.). May sort mail which other workers have been unable to sort and be designated SPECIAL-DISTRIBUTION CLERK (gov. ser.).

222.387-058 STOCK CLERK (clerical) stock checker; stockroom clerk; storekeeper; storeroom clerk; storeroom keeper; stores clerk; supply clerk; supply-room clerk.

Receives, stores, and issues equipment, material, supplies, merchandise, foodstuffs, or tools, and compiles stock records in stockroom, warehouse, or storage yard: Counts, sorts, or weighs incoming articles to verify receipt of items on requisition or invoices. Examines stock to verify conformance to specifications. Stores articles in bins, on floor, or on shelves, according to identifying information, such as style, size, or type of material. Fills orders or issues supplies from stock. Prepares periodic, special, or perpetual inventory of stock. Requisitions articles to fill incoming orders. Compiles reports on use of stock handling equipment, adjustments of inventory counts and stock records, spoilage of or damage to stock, location changes, and refusal of shipments. May mark identifying codes, figures, or letters on articles. May distribute stock among production workers, keeping records of material issued. May make adjustments or

repairs to articles carried in stock. May determine methods of storage, identification, and stock location, considering temperature, humidity, height and weight limits, turnover, floor loading capacities, and required space. May cut stock to size to fill order. May move or transport material or supplies to other departments, using hand or industrial truck. May be designated according to material, equipment, or product stored as CAMERA-STOREROOM CLERK (motion pic.); OIL-HOUSE ATTENDANT (clerical); WIRE STOCKKEEPER (wirework); or work location as WINE-CELLAR STOCK CLERK (hotel & rest.); or stage of manufacture of material or goods as FINISHED-GOODS STOCK CLERK (clerical); or container in which goods are stored as DRUM-STOCK CLERK (clerical). Additional titles: CUSTODIAN, BLOOK BANK (medical ser.); FOOD-STOREROOM CLERK (hotel & rest.); HOGSHEAD-STOCK CLERK (tobacco); MATERIAL STOCKKEEPER, YARD (petrol. production); MOLD PICKER (rubber goods); PAINT STOCKER (aircraft-aerospace mfg.); PATTERN-ROOM ATTENDANT (found.); PRINTING-PLATE CLERK (print. & pub.); SACK KEEPER (clerical); TEMPLATE-STORAGE CLERK (clerical); REFRIGERATOR-ROOM CLERK (clerical). May receive, store, and sort unserviceable equipment and supplies for sale, disposal or reclamation and be known as SALVAGE CLERK (clerical).

222.587-018 DISTRIBUTING CLERK (clerical) packing-and-shipping clerk; publications-distribution clerk.

Assembles and routes various types of printed material: Assembles specified number of forms, manuals, or circulars for each addressee as indicated by distribution tables or instructions. Wraps, ties, or places material in envelopes, boxes, or other containers. Stamps, types, or writes addresses on packaged materials. Forwards packages by mail, messenger, or through message center. Keeps records of materials sent. May requisition and store materials to maintain stock [STOCK CLERK (clerical)].

239.567-010 OFFICE HELPER (clerical)

Performs any combination of the following duties in business office of commercial or industrial establishment: Furnishes workers with clerical supplies. Opens, sorts, and distributes incoming mail, and collects, seals, and stamps outgoing mail. Delivers oral or written messages. Collects and distributes paperwork, such as records or timecards, from one department to another. Marks, tabulates, and files articles and records. May use office equipment, such as envelope-sealing machine, letter opener, record shaver, stamping machine, and transcribing machine. May deliver items to other business establishments [DELIVERER, OUTSIDE (clerical)]. May specialize in delivering mail, messages, documents, and packages between departments of establishment and be designated MESSENGER, OFFICE (clerical). May deliver stock certificates and bonds within and between stock brokerage offices and be designated RUNNER (finan. inst.).

141.061-022 ILLUSTRATOR (profess. & kin.) artist; commercial artist; graphic artist.

Draws or paints illustrations for use by various media to explain or adorn printed or spoken word: Studies layouts, sketches of proposed illustrations, and related materials to become familiar with assignment. Determines style technique, and medium best suited to produce desired effects and conform with reproduction requirements, or receives specific instructions regarding these variables. Formulates concept and renders illustration and detail from models, sketches, memory, and imagination. Discusses illustration at various stages of completion and makes changes as necessary. May select type, draw lettering, lay out material, or perform related duties. May be identified according to specific style, technique, medium, subject material or combination of variables. May draw or paint graphic material and lettering to be used for title, background, screen advertising, commercial logo, and other visual layouts for motion picture production and television programing, and be designated TITLE ARTIST (motion pic.; radio & tv broad.).

208.685-010 COLLATOR OPERATOR (clerical)

Tends machine that assembles pages of printed material in numerical sequence: Adjusts control that regulates stroke of paper pusher, according to size of paper. Places pages to be assembled in holding trays. Starts machine. Removes assembled pages from machine.

653.687-010 COLLATOR (print. & pub.)

Examines gathered book, magazine, and pamphlet bodies to verify order and number of included signatures: Riffles bodies, one section at a time, observing signature figures. Notes omitted, misplaced, or duplicated signatures, and rearranges or inserts sections to correct subject matter. Stacks completed bodies.

653.585-010 COLLATING-MACHINE OPERATOR (print. & pub.) set-making-machine operator.

Tends automatic machine that assembles, perforates, glues, folds, and cuts multicopy business forms and carbon inserts into sets: Sets *indexing* control to numbered position corresponding to number of sheets to be assembled. Fills glue reservoir. Feeds sheets in reverse order (last sheet first) into machine that integrates sheets, glues top edges, and cuts sheets into sets. Stacks completed sets in bundles of specified number. May place rolls of paper and carbon paper onto feed spindles of rollfed machine, using chain hoist. May punch holes in completed sets, using drill punch.

653.685-010 BINDERY WORKER (print. & pub.) bindery operator; table worker.

Tends one or more machines and performs any combination of following duties involved in binding books, magazines, pamphlets, directories, and catalogs: Punches holes in paper sheets, using gang-punch press. Stamps numbers on sheets by hand or machine. Creases and compresses signatures prior to affixing covers, using handpress. Fastens sheets or signatures together, using hand or machine stapler, or tends machine that inserts wire or plastic binding strips into punched holes to fasten pages and covers together. Feeds covers, signatures, and sheets into various machines for stitching, folding, ruling, roughing, indexing, and gluing operations. Removes, stacks, and packs printed material in various stages of completion as it accumulates on delivery table of machines. Examines stitched or bound books and magazines to ascertain that pages or signatures are bound in numerical or folio order according to sample copy, and for such defects as imperfect bindings, ink spots, and torn, loose, and uneven pages. Inserts illustrated pages or extra sheets into catalogs or directories by machine. Places paper jackets on acceptable books. Applies goldleaf, silver leaf, or metallic foil on book covers. Stamps designs or lettering on covers, using stamping machine.

977.381-014 BOOKBINDER, APPRENTICE (print. & pub.)

Performs duties as described under APPRENTICE (any ind.).

977.684-010 BOOK REPAIRER (any ind.) book mender.

Repairs damaged or worn books for resale or reuse, using handtools: Erases disfigurations from pages. Cuts damaged pages, linings, or covers from book body, using knife. Trims pages, using knife or paper cutter. Positions and pastes repaired or new pages, linings, or covers to book body. Clamps book in press for specified time to bond edges. May operate sewing machine to sew pages into book body. May imprint or emboss lettering on cover, using stamping machine.